

APPENDIX D

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APPENDIX D



**TRAFFORD
COUNCIL**

O2 Victoria Warehouse

Trafford Wharf Road

M17 1AB

Regulatory Services

Trafford Council

Ground Floor, Trafford Town Hall, Talbot Road
Stretford, Manchester M32 0TH

Email: environmental.health@trafford.gov.uk

Telephone: 0161 912 4734

www.trafford.gov.uk

Date: 18th July 2019

Reference: NJD/SHIG

Dear Sir

Health & Safety at Work Etc. Act 1974

Management of Health & Safety at Work Regulations 1999

Regulations 3 & 5

Environmental Health carried out a joint visit with the licensing team on the 9th June at Victoria Warehouse during The Foals concert .

In order for us to complete the Inspection, please could you provide copies of the following:

1. Risk assessments for all events /activities at the venue
2. Health & safety arrangements to include arrangements for events which are run by organisations other than O2 Academy on the premises.
3. Audit checklists / Pre opening checks for the venue

Medical Provision:

At the time of the event we were concerned with the facilities which were provided for the medical provision for the following reasons:

1. The location of the medical tent: there was no signage to the tent and from our observations, the only patients who were using the facility were those who were brought to the tent by a first responder.
2. The triage tent had no lighting and staff were treating patients using torch light from their mobile phones.
3. There was no hot water inside the main porter cabin. This was a concern from an infection control aspect, should there be an escape of bodily fluids, how could this be cleaned up to a satisfactory standard, and how the medical staff were effectively cleaning their hands.
4. There was no evidence that the venue owners were carrying out any pre opening checks of the facility or that the medical provider had carried out any checks either.

Please provide evidence of a risk assessment which has been carried out for events that identifies what type of provision is required, for example as your medical provider has pointed out, they are not able to transport patients to hospital as they are not CQC registered, how does this impact your assessment, depending on the type of event.

Management of Crowds Inside and outside the venue

It was noted at the time of the visit that there was a system for queuing which had been arranged outside the venue. This involved a series of barriers on the public highway and a system of cones which restricted the use of part of the road. It was discussed that this system had recently changed as previously the queuing would take place inside the boundary of the venue.

The coning off of the road and the pavement has been done without the permission of the local authority, although I am aware that some consultation has taken place to find a resolution.

Please provide a risk assessment/ rationale with regards to the management of the crowds accessing and egressing the venue. This should include an assessment for the need for stewards outside the premises.

Management of Events / Notification to the local authority

At the time of the visit it was discussed that there was to be an expected increase in the number of events taking place over the next twelve months. With this in mind, it would be useful if there was a system of notifying the local authority of events with a category system which would identify the perceived risk level of the events.

Please provide this information within 14 days of this letter, if you would like to discuss any aspect of the letter please do not hesitate to contact me.

Yours Faithfully

Nicola Duckworth

Environmental Health Officer.

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APPENDIX D



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O2 Victoria Warehouse
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Regulatory Services
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Ground Floor, Trafford Town Hall, Talbot Road
Stretford, Manchester M32 0TH
Email: environmental.health@trafford.gov.uk
Telephone: 0161 912 4734
www.trafford.gov.uk
Date: 20th February 2020
Reference: NJD/SHIG

Dear Sir

Health & Safety at Work Etc. Act 1974 Section

Management of Health & Safety at Work Regulations 1999

Regulations 3 & 5

Management of Crowds Inside and outside the venue

I am writing in relation to the ingress and egress risk assessments which were forwarded to us and the subsequent visit which was carried out on the 5th February 2020.

At the time of the visit we witnessed the following

- Unsatisfactory crowd management on the outside of the venue on the public highway. In particular this was a concern due to the crowd profile being young girls. There was an absence of stewards, and lighting outside the venue was poor.
- The queue was blocking the public highway and you had used cones mark out pedestrian walk ways on the highway, without permission which is unsafe.
- On egress, there was a lack of stewards controlling the exit of the crowd. Again barriers were being used without permission to block the public highway and considering the profile of the crowd there had been no measures put in place to ensure that the crowd could leave the venue safely. In particular there was no consideration of a safe meeting place for pickups, which resulted in a large number of vehicles stopping on the highway.
- There was no integrated approach to the safety of the event, with the local authority, and also with transport providers (Transport for Greater Manchester and the Taxi trade), there was also events being held in the vicinity at Manchester United and there is no consideration of how this would impact on the ingress and Egress to the venue
- The risk assessments provided to us, are not suitable and sufficient and do not take into consideration all the risks which are posed at this stage of the event.

You should consider the following as part of your risk assessment:

ARRIVAL: The travel arrangements of spectators and how these need to be considered are there other events happening in the immediate vicinity. Do you have appropriately located drop off points, parking facilities.

INGRESS: Once they have arrived at the venue, how is the crowd managed. Where are they queuing, steward numbers, lighting, permissions for highway access, searching protocols (Bag Policy)

EGRESS: At the termination of the event, whether planned or unplanned, how are the movement of spectators managed.

DISPERSAL: The impact of post event travel arrangements will have on the movement of spectators away from the event. (is there dedicated pick up and drop off points, taxi ranks available.

It is important to consider that the crowd management risk assessment and plan will be influenced by the traffic management plan and the steward management plan. The other factors which need to be considered are :

- The location of merchandising (whether official or unofficial)
- The location of any catering services
- The event timings
- The Security plan.

The last mile (Zone EX) plan

You need to consider that for the majority of people travelling to and from an event their journey will end at a transport hub, be it a tram station, bus top, or maybe a walk to a remote offsite parking facility. It is not acceptable for event organisers to view the management of spectators on their way to and from an event as the responsibility of an external agency.

As part of your risk assessment you need to consider the public space through which spectators will walk. It is important to identify as who in your event management team is responsible for co coordinating the activities within this area. As part of your risk assessment and policy you should consider

- How you can coordinate agencies and response within the external environment
- Provide real time transport information to the event manager
- Liaise with external agencies.
- The role of staff that are deployed in this last mile and their agreed role along with other stakeholders.

Transport plan

As part of an integrated safety management plan you should consider the implementation of a transport plan.

This will benefit all key stakeholders in an event. The main purpose of this plan is to:

- **Maintain the free flowing movement of vehicles to and from the event**

A balanced transport solution will be based on detailed assessment of the audience profile, anticipated modes of transport, and the anticipated direction of travel. This should be reviewed for each event.

Any Transport management plan should consider the following.

- **Emergency vehicle access**
- **Numbers attracted the event**
- **Timing of the event**
- **Parking facilities**
- **Technologies and methodologies used to communicate information to those attending the event.**

Management of Events / Notification to the local authority

In previous correspondence it was discussed that there was to be an expected increase in the number of events taking place over the next twelve months, as I recall you were going to implement a system of notifying the local authority of events with a category system which would identify the perceived risk level of the events. We have not received any of this information to date.

I am aware that there is a meeting planned for the 26th February, which is set to address some of the issues which are mentioned within this letter, in relation to transport management, and safe ingress and egress to the venue, however should you wish to discuss any of the information contained within this letter prior to then, please do not hesitate to contact me.

Yours Faithfully

Nicola Duckworth

Team leader Environmental Health (Safety at Sports Grounds lead).

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APPENDIX D



**TRAFFORD
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O2 Victoria Warehouse
Trafford Wharf Road
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Regulatory Services
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Email: environmental.health@trafford.gov.uk
Telephone: 0161 912 4734
www.trafford.gov.uk
Date: 12th March 2020
Reference: NJD/SHIG

Dear Sir

Health & Safety at Work Etc. Act 1974 Section

Management of Health & Safety at Work Regulations 1999

Regulations 3 & 5

Further to my letter dated 20th February and the subsequent meeting which was held on the 26th February. I have not yet had a response to my letter.

Whilst I understand that work is ongoing with other partner agencies in relation to the issues being raised within the letter and at the meeting, events are still going ahead at your venue and you need to ensure that you are doing all that is reasonably practicable to ensure that customers can enter and exit the venue safely. Therefore you should forward me any revised risk assessments in relation to ingress and egress within the next 21 days. Failure to provide these documents which should address all the issues mentioned within my letter of the 20th February (which I attach), may result in a health & safety improvement notice being served.

Please do not hesitate to contact me, should you wish to discuss this further.

Yours Faithfully

Nicola Duckworth

Team leader Environmental Health (Safety at Sports Grounds lead).

cc. Acadamy Music Group, Brixton Academy", 211 Stockwell Road, Brixton, London

SW9 9SL

Nicky Shaw , Emergency Planning Manager Trafford Council, Talbot Road, Stretford

Kieran Hinchcliffe, **Senior Licensing Officer, Trafford Council.**

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APPENDIX D

Duckworth, Nicola

From: Hinchliffe, Keiran
Sent: 12 May 2021 16:43
To: 'Lee Atkinson'; 'Karen.Packer@gmp.police.uk'; CCTV Control Room; 'Zeashan.nasim@gmp.police.uk'; safer communities; 'events@tfgm.com'; 'ian.elliott@amey.co.uk'; Licensing; Public Protection Admin; Shaw, Nicky; Duckworth, Nicola; Whittaker, Suzanne
Subject: RE: o2 Victoria \warehouse update
Attachments: Licensing Authority Representation - O2 Victoria Warehouse.pdf
Importance: High

Afternoon Lee,

As part of your plans for reopening, I wanted to pick up the matters covered in the attached letter mainly concerning ingress/egress.

Are you able to provide a response detailing plans for reopening in that regard?

I am not proposing to arrange a multi-agency meeting to discuss the concerns because they are covered in the attached document. But can I please arrange with you the following dates at fortnightly intervals - working backwards from the first event at the premises (AMG/Victoria Warehouse):

- A date for you to submit documentation addressing plans for reopening, including matters around ingress/egress
- A date for a multi-agency meeting to hear about your plans and take questions
- A date for documentation updates (if required following the multi-agency meeting)

I will be available to take a call on the number below tomorrow if you need to get in touch.

With regards,

Keiran Hinchliffe MIO L APCIP

Senior Licensing Officer

Place Directorate - Regulatory Services

Trafford Town Hall

Talbot Road

Stretford

M32 0TH.



Email: keiran.hinchliffe@trafford.gov.uk

GCSX: keiran.hinchliffe@trafford.gcsx.gov.uk

On Call Forward Incident Officer (Bronze)



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APPENDIX D

From: Lee Atkinson [mailto: [REDACTED]]
Sent: 30 April 2021 12:40
To: Hinchliffe, Keiran <Keiran.Hinchliffe@trafford.gov.uk>; 'Karen.Packer@gmp.police.uk' <Karen.Packer@gmp.police.uk>; CCTV Control Room <CCTVCONTROLROOM@trafford.gov.uk>; 'Zeashan.nasim@gmp.police.uk' <Zeashan.nasim@gmp.police.uk>; safer communities <safer.communities@trafford.gov.uk>; 'events@tfgm.com' <events@tfgm.com>; 'ian.elliott@amey.co.uk' <ian.elliott@amey.co.uk>; Licensing <licensing@trafford.gov.uk>; Public Protection Admin <Public.Protection_Admin@trafford.gov.uk>; Shaw, Nicky <Nicky.Shaw@trafford.gov.uk>; Duckworth, Nicola <Nicola.Duckworth@trafford.gov.uk>
Subject: o2 Victoria \warehouse update

Hi All

I hope you are well

AMG are not planning to operate any socially distanced events when the next restrictions are lifted. We will not be operating until restrictions are lifted on June 21st (or later if the road map timeline is extended). Our first live event is currently planned for the 10th July and anything before the 21st June that is currently on sale will either be cancelling, postponing or re scheduling to a date post June 21st

Victoria Warehouse (The Leaseholder) are planning (subject to the next easing of restriction)s to operate some socially distanced events. Details of these are to follow but are likely to include socially distanced clubs and possibly Football screening . A personal Licence holder from AMG will be on site when the public are in the venue and Victoria Warehouse will be providing Covid management plans for AMG and yourselves to review. They will be in touch soon if they haven't already to provide details of the events and how they will be run.

Please give me a call if you have any questions on the above

Thanks

Lee

LEE ATKINSON | General Manager | O2 Victoria Warehouse Manchester

Email [REDACTED]
[REDACTED]
[REDACTED]

O2 Victoria Warehouse Manchester, Trafford Wharf Road, Manchester, M17 1AB



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APPENDIX D



**TRAFFORD
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FAO – Chair of Licensing Committee
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Keiran Hinchliffe
Senior Licensing Officer
Trafford Council
Ground Floor, Trafford Town Hall, Talbot Road
Stretford, Manchester M32 0TH
Keiran.Hinchliffe@trafford.gov.uk
0161 912 2593
www.trafford.gov.uk

6 March 2020
Reference O2 Victoria Warehouse

Dear Cllr Duffield,

Responsible Authority Representation under Licensing Act 2003

RE: Application to Vary a Premises Licence at O2 Victoria Warehouse, Trafford Park Road, Manchester M17 1AB.

I am employed by Trafford Council in the position of Senior Licensing Officer; I have 7 years of experience as a Licensing Officer and have been in this post for 2 years. I am a Full Individual Member of the Institute of Licensing, which is a membership achieved by demonstrating professional knowledge and experience in one or more fields of licensing, along with a broader general appreciation of licensing practice and its context. I have substantial experience of applying for reviews of licensed premises and experience of taking licensing prosecutions to the Magistrates' Court on behalf of the Licensing Authority.

I am qualified through the Institute of Licensing as a Professional Licensing Practitioner and I have attained an Advanced Professional Certificate in Investigative Practice (APCIP), which is the equivalent to a post graduate level 7 qualification in the vocational field of public sector investigation.

I act under delegated authority and represent the Licensing Authority as Responsible Authority under the above Act. I write this letter in formal representation to the application to vary the premises licence at O2 Victoria Warehouse, Trafford Park Road, Manchester M17 1AB.

Before expanding on the grounds for representation, it is important to highlight that the Licence Holder and Designated Premises Supervisor have been working with Council Officer's and have acted on advice to improve safety at the premises. The purpose of this representation is to draw attention to the fact that despite some good work from the operator - measures have still not been fully satisfied. As the current state of play does not reflect the greatest scope of public safety for events, it is an appropriate and necessary step for the licensing sub-committee to refuse to grant this variation application.

I submit this formal representation on behalf of the Licensing Authority as a Responsible Authority to direct the Members of the Licensing Sub-Committee to the Council's Statement of Licensing Policy, and the licensing objectives of public safety, prevention of crime and disorder and prevention of public nuisance.

TIMELINE

8 September 2018 – Officers of the Licensing Authority conducted an inspection at Victoria Warehouse.

25 September 2018 – a number of matters were highlighted for attentions at a multi-agency inspection debrief meeting which was held at the premises, matters included the following:

- Premises Licence Conditions: -
Sound Limiter and Noise Management Plan and Smoking area
- Event Management Plans/Risk Assessment Communication – Agreed timeframes for joint working approach.
- One entrance/exit point congestion at Warehouse
- Dispersal Policy: -
Police Support
Taxi Management
Road Closure
- Designated Premises Supervisor Authorisation list.

30 October 2018 – Steve Hoyland responded to the above points. **Appendix A.**

05 November 2018 – Police arranged a multi-agency meeting at the premises. Advice given that Police Support is going to be withdrawn and that measures need to be in place.

01 December 2018 – Regulatory Services Manager visits venue to observe trial of road closure. The closure offered control of the immediate outside area but created additional traffic problems towards the junction of Trafford Park Road, and further problems at the junction by Hotel Football. **Appendix B.**

12 March 2019 – A Multi-Agency Meeting was arranged to progress measures. Following this meeting, a further session was arranged for **14 March 2019** to progress with requirements around a Traffic Management Plan as part of the dispersal policy for the venue. **Appendix C.**

11 June 2019 – Officers of Trafford Council Licensing and Health and Safety visit premises. Observations include a change in method for ingress and egress; Officers observed issues around sufficient lighting in the queuing area and maintenance of CCTV system in good working order. The Licensing Officer found the following;

- Annex 2 condition 15, other conditions – 2, CD13, CD15 and Annex 3 condition 7 were allegedly being breached.

Annex 2: Condition 15

The Premises licence holder shall ensure that there is sufficient lighting in the queuing area to facilitate the effective capture of CCTV images.

Other conditions –

CD13 A tamper proof CCTV system shall be installed at the premises in liaison with and to the satisfaction of the Greater Manchester Police Local Crime Reduction Officer and shall be used to record during all hours that a licensable activity takes place on the premises.

CD15 Where CCTV equipment is fitted; it shall be maintained in good working order in accordance with the manufacturer's instructions.

The Licensing Officer noted that part of the CCTV System is not of the same quality to the rest of the system. Some of the cameras were out of service. Furthermore, due to a change in operation of the queuing system, CCTV coverage did not extend to the outside area, nor did it provide sufficient lighting to the outside area.

Annex 3: Condition 7

Lobbies must be provided at each entrance to the venue where there is a direct sound transmission path between the noise source and external areas. Details of the design of the location and design of the lobbies shall be provided to the Local Authority prior to the use of the licence.

The Licensing Officer noted that the lobby door system had been altered. Furthermore, there are a number of conditions on the existing premises licence relevant to the prevention of public nuisance objectives which need to be addressed such as the condition concerning a noise limiter. It may be necessary to conduct a discussion on the current licence conditions and perhaps the need for a variation to the licence.

Other conditions – 2.

To operate a comprehensive documented dispersal policy when the premises are used after 22:00hrs for an entertainment event. The policy is to be submitted to the Licensing Authority for approval. The policy is to be approved before the first such entertainment event takes place.

There has been considerable progress in this area, with several attempts at managing the dispersal procedures following egress. An agreed dispersal policy remains outstanding. Officers noted the use of the public highway with barriers and cones, whilst this provided some benefit to managing dispersal – the use of the public highway requires the appropriate permissions from the Highways Authority – Amey.

18 July 2019 - Letter to Premises Licence Holder from Trafford Council Environmental Health Team Leader. Contents include management of events/notification to the local authority, management of crowds inside and outside the venue, medical provision, risk assessments, and audit checklists. **Appendix D.**

12 September 2019 – Multi Agency Meeting with Licence Holder, Licensing Officers and Health & Safety Officers. Unfortunately, both Police and Amey Highways officers sent their apologies so the traffic management advice could not be progressed.

Additional agenda items included a discussion on the upcoming boxing event, counter terrorism recommendations and H&S documents request.

05 February 2020 – Trafford Council Environmental Health Team Leader writes to the licence holder to request risk assessments for the venue ingress and egress. **Appendix E.**

05 February 2020 – Officer of Trafford Council Licensing, Health and Safety, Community Safety and Emergency Planning visit the premises to observe ingress and egress.

10 February 2020 – Premises Licence Holder submits application to vary licence to increase opening hours and hours for licensable activity.

26 February 2020 – Multi Agency Meeting Cancelled by Premises Licence Holder – Nicky Shaw, Emergency Planning Manager meets separately with the Designated Premises Supervisor to make arrangements for the licence holder to source their own traffic management company.

REPRESENTATION

When considering applications for later closing times in respect of premises licences, where relevant representations have been made, the Council will take the following into consideration in accordance with Government Guidance:

- **Whether the premises is located in a predominately residential area** – this application is submitted for a premises with a large residential apartment block being built directly opposite.
- **The nature of the proposed activities to be provided at the premises** – the application includes boxing as a regulated activity. Attached is the Council's advice to organisers of boxing events, **Appendix F.** This should be taken into consideration, further the Police have described the following conditions supporting public safety:
 - A qualified medical practitioner present throughout a Boxing entertainment event
 - Medical provision that fall in line with a Boxing event – registered doctor and paramedic. Ambulances be on site.
 - Details of the ring set up and the materials used
 - Fixed seating to prevent them being used as a weapon and to avoid an increase consumption of alcohol by vertical drinking.
 - Polycarbonate or non-glass drinking vessels.
- **Whether the operating schedule indicates that the applicant is taking appropriate steps to comply with the licensing objective of preventing public nuisance?** – The application does not contain sufficient detail in how they intend to manage ingress and egress.

The Council's policy recognises that opening hours beyond midnight may be more likely to attract relevant representations; it goes on to say that if the Council's discretion is engaged - it is possible conditions relating to opening hours may be imposed. The Sub-Committee should approach any condition relating to the agreement of a dispersal policy with caution given the evidenced timeline of difficulty in achieving compliance with this condition.

All premises applying for licensing beyond midnight must demonstrate that its customers will be capable of leaving the area without causing a disruption to local residents or impact upon crime and disorder. For example, an assessment of the availability of late night transport and the likely flow of pedestrian traffic away from the premises could be included within the operating schedule. This applicant has not provided such an assessment. This is essentially the main point of representation, that a safe and effective dispersal policy has not been agreed between the licence holder and the licensing authority.

The modus operandi of ingress and egress has changed since the original premises licence was granted. The changes include queuing on ingress now takes place along the full length of Trafford Park Road which is a risk to a hostile vehicle terrorist attack.

On egress, patrons now leave via one exit onto Trafford Park Road. Concerns here are for public safety as the road is live with taxis and other vehicles there is risk of pedestrians leaving the venue who may be vulnerable to crossing the road safely. This point is further highlighted with the addition of a metrolink station at Wharfside.

Images of the current method of ingress and egress are attached as **Appendix G**.

Greater Manchester Police agree with the Licensing Officer position regarding the extension to hours on a Thursday to be contested, until such time that egress has been agreed and finalised. Police are of the opinion that allowing the venue to extend their hours when known issues have been identified will only add to existing problems.

The Council policy is that the Sub-Committee will have regard as to whether the above issues have been addressed in applications for the licensing of premises beyond midnight. Paragraph 6.8 of Trafford Council's Statement of Licensing Policy states: 'Where Police representations indicate that any matter has not been addressed sufficiently to avoid a potential negative impact on crime and disorder, the applicant will be expected to demonstrate that the issues can be satisfactorily addressed before the Council will grant an application for a licence.'

Yours sincerely,



Mr Keiran C. P. Hinchliffe M10L APCIP
Senior Licensing Officer – Regulatory Services

List of Appendices

Appendix A Response from Steve Hoyland to Licensing Inspection dated 30 October 2018

Appendix B Traffic Management Plan inspected on 01 December 2018

Appendix C Minutes from Multi-Agency Meeting on 12 March 2019

Appendix D Letter to PLH from Environmental Health Team Leader dated 18 July 2019

Appendix E Letter to PLH from Environmental Health Team Leader dated 05 February 2019

Appendix F Trafford Council Advice to Organisers of Boxing Events

Appendix G Council CCTV Images of ingress and egress at O2 Victoria Warehouse

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APPENDIX D

Duckworth, Nicola

From: Christie, Rachel
Sent: 09 July 2021 17:13
To: 'lee'
Cc: Hinchliffe, Keiran; Hague, Andrew; Duckworth, Nicola; Whittle, Clare
Subject: FW: Multi-Agency: O2 Victoria Warehouse

Importance: High

Hi Lee

It was good to talk to you today.

As you said whether the dance event goes ahead on the 23rd July depends on the announcement by the PM next Monday. Assuming all current restrictions are removed you intend to ahead with a full capacity event with extra sanitisers, and a deep clean prior to the event. Please can you send the updated event management plan by Tuesday next week. If restrictions are not removed you will not be going ahead with the event.

In terms of traffic management and crowd control you explained that you did not feel you had sufficient guidance from the Council as to the extent of the area that you should control. I explained that you are more familiar with the issues arising from the event than any one public agency, plus this is your event and therefore your responsibility. Hence the extent of the traffic and crowd management outside of the area is for you to determine. You explained where some of the pinch points are, such as Trafford Wharf Rd, and I think this shows how you understand what is happening in the area and this means you are well placed to determine how to manage the crowd safety and traffic management issues. Thank you for sending me your dispersal plan and I note that this is dated the 2018. From talking to colleagues it is apparent that this plan has not worked in terms of managing crowd safety, access for emergency vehicles and mitigation of terrorist attack; so this plan needs to be much more comprehensive. A review of what has happened in the past in terms of the road closure may provide some insight into what further measures may be necessary. . If you feel you lack expertise in determining the solutions to these issues one of your options is to employing professional expertise to advise you on the measures required and also to provide onsite support at the start and finish of the event.

We discussed the future plans for traffic management in the area such as red route designation and additional car parking provision. I explained that your plan needed to deal with the current situation and that any changes that the Council wanted to bring in would take time to develop and your events are imminent. We also discussed the concerns you had about license enforcement issues, primarily private hire illegally plying for hire and illegal car parking. We are aware of both of these issues. With the completion of the development site the illegal car parking issue may well be less of an issue; but we will carry out surveillance of the potential illegal plying for hire and illegal car parking and undertake enforcement of illegal activities.

As I explained I am on leave next week but if you can please send the crowd safety/traffic mgt plan to Keiran as well as the updated event management plan by next Tuesday. I appreciate that may seem a tight timescale but I understand that these matters were drawn to your attention in late 2019 and therefore there has been ample time to develop a robust plan.

Many thanks

Rachel Christie

APPENDIX D

From: Hinchliffe, Keiran

Sent: 09 July 2021 10:17

To: Hague, Andrew <Andrew.Hague@trafford.gov.uk>; 'Karen.Packer@gmp.police.uk' <Karen.Packer@gmp.police.uk>; CCTV Control Room <CCTVCONTROLROOM@trafford.gov.uk>; 'Zeashan.Nasim@gmp.police.uk' <Zeashan.Nasim@gmp.police.uk>; safer communities <safer.communities@trafford.gov.uk>; 'events@tfgm.com' <events@tfgm.com>; 'ian.elliott@amey.co.uk' <ian.elliott@amey.co.uk>; Licensing <licensing@trafford.gov.uk>; Owen, John <John.Owen@trafford.gov.uk>; Public Protection Admin <Public.Protection.Admin@trafford.gov.uk>; Shaw, Nicky <Nicky.Shaw@trafford.gov.uk>; Duckworth, Nicola <Nicola.Duckworth@trafford.gov.uk>; Whittaker, Suzanne <Suzanne.Whittaker@trafford.gov.uk>; Shaw, Nicky <Nicky.Shaw@trafford.gov.uk>; Grant, Helen <Helen.Grant@trafford.gov.uk>; Underhill, Ian <Ian.Underhill@trafford.gov.uk>; 'Nicolas.Young@gmp.police.uk' <Nicolas.Young@gmp.police.uk>

Cc: Christie, Rachel <Rachel.Christie@trafford.gov.uk>

Subject: FW: Multi-Agency: O2 Victoria Warehouse

Importance: High

Hi Lee,

Apologies for the delay in coming back to you, I have circulated your email with relevant authorities and have met with internal leads from each service area relevant to your points raised. I understand that TfGM have already met with you.

In terms of direction, at this stage what we need is to see your plans for ingress, Dispersal Policy and Traffic Management as things stand at the moment. I understand there are several areas which may change dynamics in the future but all of which will not be completed in the short term.

Can you please advise me on the below so that we can finalise meeting arrangements:

- A date for you to submit documentation addressing plans for reopening, including matters around ingress/egress
- A date for a multi-agency meeting to hear about your plans and take questions
- A date for documentation updates (if required following the multi-agency meeting)

With regards,

Keiran Hinchliffe MIO/APCIP

Senior Licensing Officer

Place Directorate - Regulatory Services

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On Call Forward Incident Officer (Bronze)



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APPENDIX D

From: Lee Atkinson [mailto:le[REDACTED]]
Sent: 24 May 2021 14:27
To: Hinchliffe, Keiran <Keiran.Hinchliffe@trafford.gov.uk>
Subject: RE: o2 Victoria \warehouse update

Hi Keiran

Please see below comments regarding issues raised on the attached letter.

CCTV

The cameras and back office recording system has been upgraded and we now have 80 cameras covering the venue which is in line with other venues of this size.

They are now under an annual inspection regime which is carried out by One 2C, who upgraded the current system to HDR level and are an approved contractor for AMG venues throughout the UK - as you know we have a separate control room which is being upgraded as well. Prior to Lockdown last year we had a quote to improve surveillance on the search areas. With the landlords site proposals now having been approved by Trafford Council we will re visit this to ensure new CCTV will work within the new geography of the site.

Public Highway

At our last meeting on the 26th February 2020 I agreed that we would pull back from using barriers on the road. Ian from Highways agreed that we could use the layby on Trafford Wharf Road and also remove the blue barriers on the same road as they are a hindrance rather than providing any assistance. I will send him an email just to double check that his stance hasn't changed over the last year.

Dispersal

AMG are currently undertaking a review of it's venue operating policies in conjunction with Live Nation's Global Security Team. This should soon be completed and we will incorporate any amendments into our current operating policies and procedures, including the Dispersal Policy which we will send to you as a draft.

However, before we can finalise any further changes required to our Dispersal Policy, we really do need assistance and clarification on a number of issues which I have listed below, as these will have an impact on the availability of transport and the safe and effective dispersal of customers away from our venue.

Taxi rank on Trafford Wharf Road – I was informed this was to be fully re instated and lengthened. Is this still the plan and if so do you know when this will happen?

Taxis – The mix of unlicensed, licenced and Ubers is an on-going problem as has been mentioned at previous meetings. We are not able to control the road and the traffic on it without any assistance from the relevant authorities. What support will Trafford provide going forward in dealing with unlicensed taxis and when will this take place? Are there still plans to put up additional fixed notice signage for illegal operating taxis?

Trafford Wharf Road – I was told that new markings were going to be put down so that it would be illegal to park on it (red zone?). Is this still the case and if so when will this happen?

Crossing Trafford Wharf Road – Is it possible to provide a crossing outside the venue so we can direct people straight to the new tram stop. We need to take advantage of the new tram stop to promote green

travel and to try and reduce traffic in the area. AMG's policy on travelling to and from the venue is to promote the use of public transport, but without a crossing very close to the venue, it is likely that customers will cross the main road where they wish to reach the tram stop despite our best intentions.

Unlicensed Car Parks – What support will Trafford provide to stop their operation? Again, it is very difficult for us to try and manage the situation when there is illegal parking in the vicinity of our operation.

Hostile Vehicle Attack Mitigation Survey – DJ Goode and Associates contacted us just before lockdown regarding this survey. Has this been completed? In conversation with them they mentioned that they were likely to recommend retractable bollards at the top of Trafford Wharf Road. Can you please update?

TfGM – I am waiting for a reply on picking back up how they can help with messaging and extra trams at our peak egress times and will pass this on to you.

I hope you will appreciate that positive updates on the above issues will be very important to finalising our dispersal plan going forward

With the landlord looking to make significant changes to the site, I have been speaking to them regarding a more integrated approach to how we all interact as in the future there will be multiple events happening across the hotel and Warehouse simultaneously as well as how we all operate during the construction phase. We see all the changes as a positive not just for the venues but for the local area as well making it a more attractive and exciting place for people to visit.

We will also have to file for a minor variation of the licence as work completes as additional entry points are being created.

I look forward to hearing from you on the above queries.

Regards

Lee

From: Hinchliffe, Keiran [<mailto:Keiran.Hinchliffe@trafford.gov.uk>]
Sent: 24 May 2021 14:18
To: Lee Atkinson <lee@trafford.gov.uk>
Subject: FW: o2 Victoria \warehouse update
Importance: High

[EXTERNAL]

Hi Lee,

Any progress on dates for the below please?

With regards,

Keiran Hinchliffe MLOL APCIP
Senior Licensing Officer
Place Directorate - Regulatory Services
Trafford Town Hall
Talbot Road

Stretford
M32 0TH.



[REDACTED]
Email: keiran.hinchliffe@trafford.gov.uk
GCSX: keiran.hinchliffe@trafford.gcsx.gov.uk
On Call Forward Incident Officer (Bronze)



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Please consider the environment before printing this e-mail

From: Hinchliffe, Keiran
Sent: 12 May 2021 16:43
To: 'Lee Atkinson' <lee@trafford.gov.uk>; 'Karen.Packer@gmp.police.uk' <Karen.Packer@gmp.police.uk>; CCTV Control Room <CCTVCONTROLROOM@trafford.gov.uk>; 'Zeashan.nasim@gmp.police.uk' <Zeashan.nasim@gmp.police.uk>; safer communities <safer.communities@trafford.gov.uk>; 'events@tfgm.com' <events@tfgm.com>; 'ian.elliott@amey.co.uk' <ian.elliott@amey.co.uk>; Licensing <licensing@trafford.gov.uk>; Public Protection Admin <Public.Protection.Admin@trafford.gov.uk>; Shaw, Nicky <Nicky.Shaw@trafford.gov.uk>; Duckworth, Nicola <Nicola.Duckworth@trafford.gov.uk>; Whittaker, Suzanne <Suzanne.Whittaker@trafford.gov.uk>
Subject: RE: o2 Victoria \warehouse update
Importance: High

Afternoon Lee,

As part of your plans for reopening, I wanted to pick up the matters covered in the attached letter mainly concerning ingress/egress.

Are you able to provide a response detailing plans for reopening in that regard?

I am not proposing to arrange a multi-agency meeting to discuss the concerns because they are covered in the attached document. But can I please arrange with you the following dates at fortnightly intervals - working backwards from the first event at the premises (AMG/Victoria Warehouse):

- A date for you to submit documentation addressing plans for reopening, including matters around ingress/egress
- A date for a multi-agency meeting to hear about your plans and take questions
- A date for documentation updates (if required following the multi-agency meeting)

I will be available to take a call on the number below tomorrow if you need to get in touch.

With regards,

Keiran Hinchliffe MIO/APCIP
Senior Licensing Officer
Place Directorate - Regulatory Services
Trafford Town Hall
Talbot Road

Stretford
M32 0TH.



Email: keiran.hinchliffe@trafford.gov.uk
GCSX: keiran.hinchliffe@trafford.gcsx.gov.uk
On Call Forward Incident Officer (Bronze)



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Please consider the environment before printing this e-mail

From: Lee Atkinson [mailto:[redacted](mailto:lee@trafford.gov.uk)]
Sent: 30 April 2021 12:40
To: Hinchliffe, Keiran <Keiran.Hinchliffe@trafford.gov.uk>; 'Karen.Packer@gmp.police.uk' <Karen.Packer@gmp.police.uk>; CCTV Control Room <CCTVCONTROLROOM@trafford.gov.uk>; 'Zeashan.nasim@gmp.police.uk' <Zeashan.nasim@gmp.police.uk>; safer communities <safer.communities@trafford.gov.uk>; 'events@tfgm.com' <events@tfgm.com>; 'ian.elliott@amey.co.uk' <ianelliott@amey.co.uk>; Licensing <licensing@trafford.gov.uk>; Public Protection Admin <Public.Protection.Admin@trafford.gov.uk>; Shaw, Nicky <Nicky.Shaw@trafford.gov.uk>; Duckworth, Nicola <Nicola.Duckworth@trafford.gov.uk>
Subject: o2 Victoria \warehouse update

Hi All

I hope you are well

AMG are not planning to operate any socially distanced events when the next restrictions are lifted. We will not be operating until restrictions are lifted on June 21st (or later if the road map timeline is extended). Our first live event is currently planned for the 10th July and anything before the 21st June that is currently on sale will either be cancelling, postponing or re scheduling to a date post June 21st

Victoria Warehouse (The Leaseholder) are planning (subject to the next easing of restriction)s to operate some socially distanced events. Details of these are to follow but are likely to include socially distanced clubs and possibly Football screening . A personal Licence holder from AMG will be on-site when the public are in the venue and Victoria Warehouse will be providing Covid management plans for AMG and yourselves to review. They will be in touch soon if they haven't already to provide details of the events and how they will be run.

Please give me a call if you have any questions on the above

Thanks

Lee

LEE ATKINSON | General Manager | O2 Victoria Warehouse Manchester

Email: [redacted](mailto:lee@trafford.gov.uk)

[REDACTED]
O2 Victoria Warehouse Manchester, Trafford Wharf Road, Manchester, M17 1AB



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ND06

NDOP

APPENDIX D

Duckworth, Nicola

From: Whittaker, Suzanne
Sent: 07 September 2021 09:01
To: 'Lee Atkinson'; Duckworth, Nicola; Whittle, Clare
Cc: Christie, Rachel
Subject: RE: Ingress at o2VW
Attachments: Photo 1.jpg; Photo 2.jpg; Photo 3.jpg

Hi Lee


Thanks for your time last night and thank you for confirming the queueing arrangements from tonight. As discussed last night, we are concerned about the safety of the ticketholders who are queuing along Trafford Wharf Road, due to the speed of vehicles along this road and lack of HVM measures. There was also a lack of stewards managing the queue when we arrived (see photos attached).

Whilst you are working with your consultant regarding traffic management measures, it is vital that you stop queues forming along the pavement. Bringing the queue inside car park significantly reduce the risk and therefore if we find that this system is not being used on future visits, a health and safety prohibition notice will be served. Once you have a proposal for your traffic management system for the various types of events, we can then explore if this queueing arrangement is still the safest option.

Kind regards

Suzanne Whittaker
Regulatory Services Manager (Environmental Health)
Regulatory Services
Trafford Council
Ground Floor
Trafford Town Hall
Talbot Road
Stretford
M32 0TH
Phone - 0161 912 4911
Fax - 0161 912 1113
Email: suzanne.whittaker@trafford.gov.uk

Please note my working pattern is Tuesday to Friday

From: Lee Atkinson [mailto:
Sent: 06 September 2021 21:45
To: Whittaker, Suzanne <Suzanne.Whittaker@trafford.gov.uk>; Duckworth, Nicola <Nicola.Duckworth@trafford.gov.uk>; Whittle, Clare <Clare.Whittle@trafford.gov.uk>
Subject: Ingress at o2VW

Hi All

As discussed we will be bringing the queue in through the E3 car park from tomorrow until further agreement on the current Traffic issues

Thanks

lee

LEE ATKINSON | General Manager | O2 Victoria Warehouse Manchester

Email [REDACTED]
[REDACTED]
[REDACTED]

O2 Victoria Warehouse Manchester, Trafford Wharf Road, Manchester, M17 1AB



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NDO7

FODM

APPENDIX D

Duckworth, Nicola


From: Duckworth, Nicola
Sent: 21 September 2021 16:53
To: 'Melissa Bury'
Cc: Whittle, Clare; Whittaker, Suzanne; 'Steve Hoyland'; 'Lee Atkinson'
Subject: RE: Wednesday 22nd

Hi Melissa

When we visited on the 6th September and met with Lee he gave a written undertaking that queuing of people would cease on the pavement /highway , as it was unsafe and we were considering serving a legal notice to this effect. The fact that there is also a Manchester United fixture taking place at the same time , makes the situation in relation to crowds even worse.

Therefore you should review your procedures immediately and arrange for an alternative queuing system which is within the curtilage of your premises or any adjacent premises and come back to me asap.

Regards

Nicola Duckworth
Team Leader Environmental Health (Safety at Sports Grounds Lead)
Regulatory Services
Place Directorate
Trafford Council
Trafford Town Hall
Ground Floor
Talbot Road
Stretford
Manchester
M32 0TH
Telephone:- 0161 912 4734


Please note my working days are Mon-thurs

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0161 912 4734


Working days Mon-Thurs

From: Melissa Bury [mailto:melissa.bury@o2victoriawarehouse.co.uk]
Sent: 21 September 2021 16:46
To: Duckworth, Nicola <Nicola.Duckworth@trafford.gov.uk>

Cc: Whittle, Clare <Clare.Whittle@trafford.gov.uk>; Whittaker, Suzanne <Suzanne.Whittaker@trafford.gov.uk>; Steve Hoyland <steve@academy-music-group.co.uk>; Lee Atkinson <lee@o2victoriawarehouse.co.uk>
Subject: RE: Wednesday 22nd

Yes, the plan is to queue people on the pavement as we are unable to use E3 car park. The measures we are putting in place will minimise time spent in that queue on the pavement, and get people into the venue as quickly and safely as possible.

Thanks

Mel

From: Duckworth, Nicola <Nicola.Duckworth@trafford.gov.uk>
Sent: 21 September 2021 16:43
To: Melissa Bury <melissa.bury@trafford.gov.uk>
Cc: Whittle, Clare <Clare.Whittle@trafford.gov.uk>; Whittaker, Suzanne <Suzanne.Whittaker@trafford.gov.uk>; Steve Hoyland <steve@academy-music-group.co.uk>; Lee Atkinson <lee@o2victoriawarehouse.co.uk>
Subject: RE: Wednesday 22nd

[EXTERNAL]

Hi Melissa

Thanks for sending this information through. Can I just clarify that the plan is queue people on the public highway/pavement ?

Regards

Nicola

Nicola Duckworth
Team Leader Environmental Health (Safety at Sports Grounds Lead)
Regulatory Services
Place Directorate
Trafford Council
Trafford Town Hall
Ground Floor
Talbot Road
Stretford
Manchester
M320TH
Telephone: - 0161 912 4734
[REDACTED]

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0161 912 4734
[REDACTED]

To: Melissa Bury <melissa.bury@[REDACTED]>
Cc: Whittle, Clare <Clare.Whittle@trafford.gov.uk>; Whittaker, Suzanne <Suzanne.Whittaker@trafford.gov.uk>
Subject: FW: Wednesday 22nd
Importance: High

[EXTERNAL]

Hi Melissa

I have received an out of office from lee are you able to respond ?

Regards

Nicola Duckworth
Team Leader Environmental Health (Safety at Sports Grounds Lead)
Regulatory Services
Place Directorate
Trafford Council
Trafford Town Hall
Ground Floor
Talbot Road
Stretford
Manchester
M32 0TH
Telephone: - 0161 912 4734
[REDACTED]

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0161 912 4734
07760167 473

Working days Mon-Thurs

From: Duckworth, Nicola
Sent: 21 September 2021 13:24
To: 'Lee Atkinson' <lee@[REDACTED]>
Cc: Whittle, Clare <Clare.Whittle@trafford.gov.uk>
Subject: Wednesday 22nd

Hi Lee

Further to your email in relation to you not being able to use the Man Utd car park for this event, please could you provide your crowd management plan, prior to this event. As you are aware we have concerns in relation to queuing on the roads and pavements outside the venue.

Working days Mon-Thurs

From: Melissa Bury [mailto:melissa.bury@trafford.gov.uk]
Sent: 21 September 2021 16:13
To: Duckworth, Nicola <Nicola.Duckworth@trafford.gov.uk>
Cc: Whittle, Clare <Clare.Whittle@trafford.gov.uk>; Whittaker, Suzanne <Suzanne.Whittaker@trafford.gov.uk>; Steve Hoyland <steve.hoyland@trafford.gov.uk>; Lee Atkinson <lee.atkinson@trafford.gov.uk>
Subject: RE: Wednesday 22nd

Good afternoon,

Alongside our event plan we have the following crowd management measures in place to mitigate the increased footfall due to the match at Old Trafford.

Please see attached for event plan and enhanced security deployment, the outside positions highlighted in yellow.

1. Pedestrian barrier from the side gate to E3 ensuring the path is shared between our queue and public/Man United ingress.
2. Increased external front gate team in place
3. Static stewarding along the pedestrian barrier line proactively and vocally managing the queue. All briefed to engage with the public and asking for tickets to be ready for scanning and proof of Covid protocols ready for viewing ahead of entry
4. Enhanced security booked on in the form of 1 supervisor and 3 SIA to be an external mobile queue control to actively move up and down Trafford Wharf and be proactive in managing the above stewarding on the pavement. They will be advising match goers to be careful on the road.
5. We will work with production to open the venue earlier than the advertised door times.
6. Activity on our socials and via GMPTE ensuring clear messaging for the attendees.

This event is a low risk event with minimal to moderate alcohol consumption. They are a co operative crowd who will listen to instruction.

Kind regards,

Mel

From: Melissa Bury
Sent: 21 September 2021 15:16
To: Duckworth, Nicola <Nicola.Duckworth@trafford.gov.uk>
Cc: Whittle, Clare <Clare.Whittle@trafford.gov.uk>; Whittaker, Suzanne <Suzanne.Whittaker@trafford.gov.uk>
Subject: RE: Wednesday 22nd

Hi Nicola,

Of course, I'll have one over to you shortly.

Kind regards,

Mel

From: Duckworth, Nicola <Nicola.Duckworth@trafford.gov.uk>
Sent: 21 September 2021 13:25

ND08

80 CILM

IMPROVEMENT NOTICE



HEALTH AND SAFETY AT WORK ETC. ACT 1974

Sections 21, 23 and 24

Reference No: I/3331

Name: Academy Music Group Ltd

Address: 211 Stockwell Road, London, SW9 9SL

Trading as*: 02 Victoria Warehouse

I, Nicola Jane Duckworth, one of Trafford Council's Environmental Health Officers being an Inspector appointed by an instrument in writing made pursuant to section 19 of the said Act and entitled to issue this notice of Trafford Council, Regulatory Services, Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH Telephone number: 0161-912 1377

hereby give you notice that I am of the opinion that:

at: **Victoria Warehouse, Trafford Wharf Road, Trafford Park, Manchester, M17 1AG**

you, as an employer

are contravening*/have contravened in circumstances that make it likely that the contravention will continue or be repeated* the following statutory provisions: **Health and Safety at Work etc. Act 1974 Section 2(1) and 3(1), Management of Health and Safety at Work Regulations 1999, Regulation 3,**

The reasons for my said opinion are: **A suitable and sufficient risk assessment has not been carried out to ensure safe ingress and egress of all people visiting your premises is so far as is reasonably practicable, safe.**

and I hereby require you to remedy the said contraventions or, as the case may be, the matters occasioning them by: **22nd October 2021**

And I direct that the measures specified in the Schedule which forms part of this Notice shall be taken to remedy the said contraventions or matters

Signature

Date 23.9.21

This is a relevant notice for the purposes of the Environment and Safety Information Act 1988 – Yes
This page only will form the register entry*

Signature

Date 23.9.21

Notes

1. Failure to comply with this Improvement Notice is an offence as provided by section 33(1)(g) of the Health and Safety at Work etc Act 1974 and section 33(2) and Schedule 3A of this Act renders the offender liable on summary conviction, to imprisonment for a term not exceeding 6 months, or to a fine, or both, or, on conviction on indictment, to imprisonment for a term not exceeding 2 years, or a fine, or both.
2. An Inspector has power to withdraw an Improvement notice or to extend the period specified in the notice, before the end of the period specified in it. If you wish this to be considered you should apply to the Inspector who issued the notice, but you must do so before the end of the period given in it. Such an application is not an appeal against this notice.
3. The issue of this notice does not relieve you of any legal liability for failing to comply with any statutory provision referred to in the notice or to perform any other statutory or common law duty resting on you.
4. You can appeal against this notice to an Employment Tribunal. Details of the method of making an appeal can be found on the GOV.UK website at <https://www.gov.uk/employment-tribunals/make-a-claim>. An appeal can be either submitted online at the above website address, or by downloading form ET1 and posting it to the Employment Tribunal Central Office (England and Wales), PO Box 10218, Leicester, LE1 8EG.

If you do not have access to the internet, contact the person who issued the Notice and ask to be supplied with a hard copy of form ET1 and guidance T420: Making a claim to an Employment Tribunal.

Time limit for appeal

A notice of appeal must be sent to the Employment Tribunal within 21 days from the date of service on the appellant of the notice, or notices, appealed against, or within such further period as the tribunal considers reasonable in a case where it is satisfied that it was not reasonably practicable for the notice of appeal to be presented within the period of 21 days.

The entering of an appeal suspends the improvement notice until the appeal has been determined or withdrawn., but does not automatically alter the date given in the notice by which the matters contained in it must be remedied.

The rules for the hearing of an appeal are given in The Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013 (SI 2013 No 1237),

PUBLIC AVAILABILITY OF INFORMATION ON ALL ENFORCEMENT NOTICES

1. Under the requirements of the Environment and Safety Information Act 1988, Trafford BC maintains at its Offices public registers of information on notices which do not impose requirements or conditions solely for the protection of persons at work. These are called "relevant notices" under this Act and will be identified by the inspector serving the notice (see overleaf). Entries will be kept in the public register for a period of at least three years.
2. Information on a notice will not be made available until the right of appeal against the notice has expired. Where a notice is withdrawn or cancelled on appeal no entry will be made. Entries relating to notices served on individuals will be kept on the register for a period of 5 years from the date of issue. Notices served on individuals under the age of 18 will be removed sooner.
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 - Cause harm or prejudice; or
 - Be in breach of the law.
4. Personal information is dealt with in accordance with the Data Protection Act 1998. Where disclosure of personal information would be incompatible with the Act it will not be included on the database.

5. if you are not satisfied with the information contained in the entry you have a further right to Appeal to Trafford Council in the first instance.



Improvement Notice Schedule

Health and Safety at Work, etc. Act 1974, Sections 21, 23 24

Serial No. I/3331

You should carry out a risk assessment which identifies the significant risks and control measures required to ensure the safe ingress and egress for all people attending an event.

This should include:

- **A suitable and sufficient transport management plan., including arrangements**
- **An assessment of the numbers of stewards required to manage the safe ingress and egress at any event.**
- **A suitable assessment of the risks associated when other events are happening in the surrounding area and consideration of their Traffic management plans, crowd management plans.**

OR

Any other equally effective measures to remedy said contraventions

ND09

РОДИ

APPENDIX D

Duckworth, Nicola

From: Phil Crier [REDACTED]
Sent: 15 October 2021 14:27
To: Duckworth, Nicola; Whittle, Clare
Cc: Steve Hoyland; Lee Atkinson
Subject: O2 Victoria Warehouse, Trafford - Multi Agency Meeting 13th October 2021
Attachments: O2 VW Improvement Notice Appeal 12.10.21 .pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Nicola and Clare

Further to the remote Multi-Agency Meeting on Wednesday 13th October, as I mentioned my clients have lodged an appeal against the Improvement Notice and I attach a copy for your information.

I have received an acknowledgement from the Tribunal and they have confirmed a copy will be sent to yourselves as the Respondents.

In the meantime, as we stated at the meeting, my clients intend to cooperate fully with the Council and, as requested, will be providing further detailed Ingress and Egress Risk Assessments early next week. At the same time, we will update you on the position with regard to the Traffic Management Plan (TMP) element of the risk assessment and the estimated timescale involved.

In order to assist my clients and their consultant with the Traffic Management Plan, please could you provide any relevant documentation in relation to the Council's Strategic Traffic Management Plan and Risk Assessment for the Trafford Wharf Road and Old Trafford FC Ground and any other plans, proposed plans or recommendations in relation to Hostile Vehicle Mitigation or road safety measures for the relevant area around my client's premises. These plans were partly referred to by Nicky Shaw at the meeting and please advise on the best means for this documentation to be provided.

The Improvement Notice Schedule requires "A suitable assessment of the risks associated when other events are happening in the surrounding area and consideration of their Traffic management plans, crowd management plans." In relation to the last part (underlined italics), can you assist in how we may have sight of these external plans so that we can provide these to our traffic management consultant for him to consider.

Thank you for your assistance and I look forward to hearing from you.

Regards

Phil Crier

*PBC Licensing Solicitors
Compton House
79 New Road, Ascot
Berkshire SL5 8PZ*

Email: [REDACTED]

For official use only	
Tribunal Office	
Case number	
Date received	

APPEAL TO AN EMPLOYMENT TRIBUNAL AGAINST AN IMPROVEMENT OR PROHIBITION NOTICE ISSUED UNDER THE HEALTH AND SAFETY AT WORK etc ACT 1974

You must complete all questions marked with an “*”

1.1 Please give the name of the appellant*

Name	ACADEMY MUSIC GROUP LTD
-------------	-------------------------

1.2 Address*

Number or Name	211
Street	STOCKWELL ROAD
Town/City	LONDON
County	
Post Code	SW9 9SL

Telephone Number	
Fax Number	
Email address	

2.1 If a representative is acting for you please give their details below:
(Note that all correspondence will be sent to your representative)

Name	MR PHIL CRIER
-------------	---------------

2.2 Address

Number or Name	PBC LICENSING SOLICITORS
Street	COMPTON HOUSE
Town/City	79 NEW ROAD
County	ASCOT
Post Code	BERKSHIRE
	SL5 8PZ

Telephone No		Fax No	
---------------------	--	---------------	--

Email address	
----------------------	--

3. Information about the notice under appeal

3.1 What type of Notice is it?

<input type="checkbox"/> Prohibition	<input type="checkbox"/> Improvement	<input checked="" type="checkbox"/>
--------------------------------------	--------------------------------------	-------------------------------------

3.2 Please give the address of the premises or place to which the Notice applies (if applicable)

Number or Name	02 VICTORIA WAREHOUSE
Street	TRAFFORD WHARF ROAD
Town/City	TRAFFORD PARK, MANCHESTER
County	
Post Code	M17 1AG

Telephone No	[REDACTED]
--------------	------------

Date of the Notice	23/9/21	Serial Number of Notice	1/3331
--------------------	---------	-------------------------	--------

4.1 Please give the name of the Inspector who served the Notice*

Name	NICOLA JANE DUCKWORTH
------	-----------------------

4.2 Address*

Number or Name	TRAFFORD COUNCIL, REGULATORY SERVICES
Street	TRAFFORD TOWN HALL
Town/City	TALBOT ROAD
County	STRET福德, MANCHESTER
Post Code	M32 0TH

5. Which requirement(s) or direction(s) in the Notice do you want to appeal against?*

PLEASE SEE ATTACHED GROUNDS OF APPEAL

6. Please give full details of your grounds for this appeal

PLEASE SEE ATTACHED GROUNDS
OF APPEAL

Signature [REDACTED] Name PHIL CRIER

Date 12/10/21 Telephone No [REDACTED]

Position (if in company organisation) DIRECTOR - PBL LICENSING SOLICITORS
AGENTS ON BEHALF OF APPELLANT

Once the form has been signed it should be sent with the relevant fee (£160) or application for a remission (if you are a sole trader) to the appropriate Central Office where claims are first processed. The addresses of the Central Offices are:

Employment Tribunals Central Office (England and Wales)/Employment Appeal Tribunal (EAT) Fees
PO Box 10218
Leicester LE1 8EG

Or

Employment Tribunals Central Office Scotland/Employment Appeal Tribunal (EAT) Fees
PO Box 27105
Glasgow G2 9JR

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IN THE MATTER OF AN APPEAL UNDER SECTION 24 HSWA 1974

BETWEEN

ACADEMY MUSIC GROUP LIMITED

Appellant

-and-

NICOLA JANE DUCKWORTH

(as one of Trafford Council's Environmental Health Officers)

Respondent

GROUNDS OF APPEAL

Ground One

1. The Improvement Notice is defective because it fails to stipulate whether it is the inspector's opinion either that the employer is contravening the statutory provisions or that the employer has contravened the statutory provisions in circumstances that make it likely that the contravention will continue or be repeated.

Ground Two

2. The Improvement Notice is defective because it fails to give sufficient particulars of the reasons why the inspector is of that said opinion.

Ground Three

3. The inspector was wrong to form the opinion that there had been any contravention of s.2(1) HSWA 1974 or that any such contravention was likely to be repeated.

Ground Four

4. The inspector was wrong to form the opinion that there had been any contravention of s.3(1) HSWA 1974 or that any such contravention was likely to be repeated.

Ground Five

5. The inspector was wrong to form the opinion that there had been any contravention of regulation 3 of the MHSW Regs 1999 or that any such contravention was likely to be repeated.

Ground Six

6. The measures specified in the Schedule which forms part of the Improvement Notice imposes an obligation which exceeds the duty owed under s.2(1) and s.3(1) HSWA 1974, namely "to ensure the safe ingress and egress for all people attending an event".

Ground Seven

7. The measures specified in the Schedule which forms part of the Improvement Notice imposes an obligation which is unattainable by the Appellant by itself namely "a suitable and sufficient transport management plan, including arrangements". Any transport management plan, including arrangements, would require a multi-agency approach. Furthermore, any transport management plan, including arrangements, cannot in any event be determined in the timescales set out in the Improvement Notice.

Ground Eight

8. The measures specified in the Schedule which forms part of the Improvement Notice imposes an obligation which is unattainable by the Appellant by itself namely "a suitable assessment of the risks associated when other events are happening in the surrounding area and consideration of their Traffic management plans, crowd management plans". Furthermore, any such assessment cannot in any event be determined in the timescales set out in the Improvement Notice.

ND10

ND10

APPENDIX D

Duckworth, Nicola

From: Lee Atkinson <lee [REDACTED]>
Sent: 05 December 2021 21:58
To: Elliott, Ian; Scott Dow
Cc: Steve Hoyland; Alan Wallace; Peter Gates; Phil Crier; Hague, Andrew
Subject: RE: o2 VW Draft TMP
Attachments: E3 traffic 1.jpg; E3 traffic 2.jpg

Hi Ian,

Since our last site meeting we have had 2 follow up site visits as per below

24.11.21 – Scott met with myself, Alan and Peter to discuss CT implications of the draft TMP

02.12.21 – Scott, and Alan met with myself to observe the clash with Manchester United with a view to an update of the draft TMP

Scott is working on amendments to the plan to cover match days and will get this over shortly. Can you provide us with any plans from Manchester United for Trafford Wharf Road as currently there seems to be none and we are effectively looking after their customers. There E3 car park has cars coming in and out through the pedestrians on their way to both the match and the concert and no one is controlling the access or release of the vehicles. Please see the attached pictures.

Scott and I chatted with Donna and James on Thursday regarding the traffic and parking issues with match day cars parked on any spare piece of available road or land including the double yellows on Trafford Wharf Road. Would we be able to cone along the cycle path (similar to the cones on the cycle route on Chester Road) to keep the cycle lane established but stop the parking on the double yellows and give the barriers a layer of protection?

As discussed in our meeting on the 05.11.21 the draft TMP was not meant as a finished article but the first step into agreeing an operating plan and to allow Scott to apply for the TRO. Can we get the ball moving on this as I'm very conscious that it takes approximately 6 weeks to process and we would like to be operating the TMP for our first scheduled show mid January.

Thanks,

Lee

From: Elliott, Ian <Ian.Elliott@amey.co.uk>
Sent: 03 December 2021 15:32
To: Lee Atkinson <lee [REDACTED]>; Scott Dow < [REDACTED]>
Cc: Steve Hoyland < [REDACTED]>; Alan Wallace < [REDACTED]>; Peter Gates < [REDACTED]>; Phil Crier <phil.crier@pbclicensing.co.uk>; andrew.hague@trafford.gov.uk
Subject: Re: o2 VW Draft TMP

[EXTERNAL]

Lee,
As per our conversations I'm still unclear of what measures are proposed to be in place on occasions where your event is on the same night as an MUFC fixture and you cannot use the MUFC car park for queuing.

Attached is a photo that was sent last night, there doesn't look to be any traffic management protecting the metal barriers that were used or ramps to assist footway users getting up and down the kerbs. If barriers are required on the carriageway the plastic reflective type would be a better option.

Please can you look at this in more detail and confirm the position, as the current arrangement is not acceptable use of the footway.

Regards,

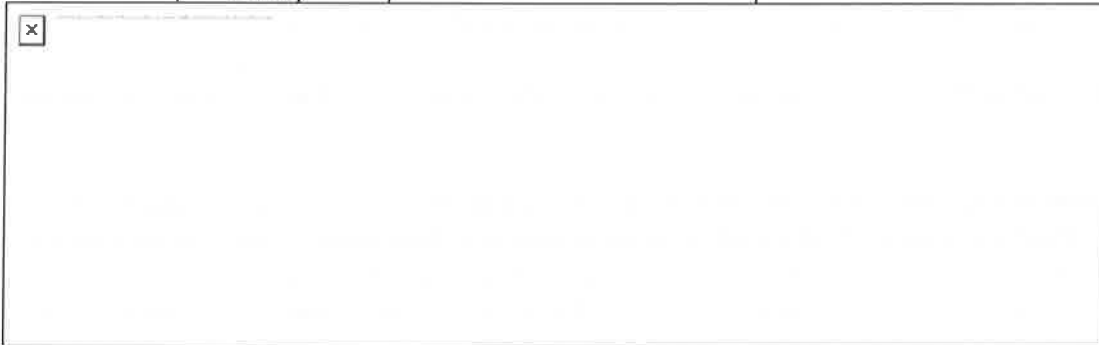
Ian Elliott

Streetworks Manager

Amey

m: [REDACTED] ian.elliott@amey.co.uk

Tatton House | 11 Caldey Road | Roundthorn Industrial Estate | Manchester | M23 9LF



From: Lee Atkinson <[lee\[atkinson@trafford.gov.uk\]](mailto:lee[atkinson@trafford.gov.uk)>
Sent: 01 December 2021 16:58
To: Elliott, Ian <ian.elliott@amey.co.uk>; andrew.hague@trafford.gov.uk <andrew.hague@trafford.gov.uk>; Scott Dow <scott.dow@trafford.gov.uk>
Cc: Steve Hoyland <steve.hoyland@trafford.gov.uk>; Alan Wallace <alan.wallace@trafford.gov.uk>; Peter Gates <peter.gates@trafford.gov.uk>; Phil Crier <phil.crier@pbclicensing.co.uk>
Subject: RE: o2 VW Draft TMP

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Thanks Ian

From: Elliott, Ian <ian.elliott@amey.co.uk>
Sent: 01 December 2021 15:58
To: Lee Atkinson <[lee\[atkinson@trafford.gov.uk\]](mailto:lee[atkinson@trafford.gov.uk)>; andrew.hague@trafford.gov.uk; Scott Dow <scott.dow@trafford.gov.uk>
Cc: Steve Hoyland <steve.hoyland@trafford.gov.uk>; Alan Wallace <alan.wallace@trafford.gov.uk>; Peter Gates <peter.gates@trafford.gov.uk>; Phil Crier <phil.crier@pbclicensing.co.uk>
Subject: Re: o2 VW Draft TMP

[EXTERNAL]

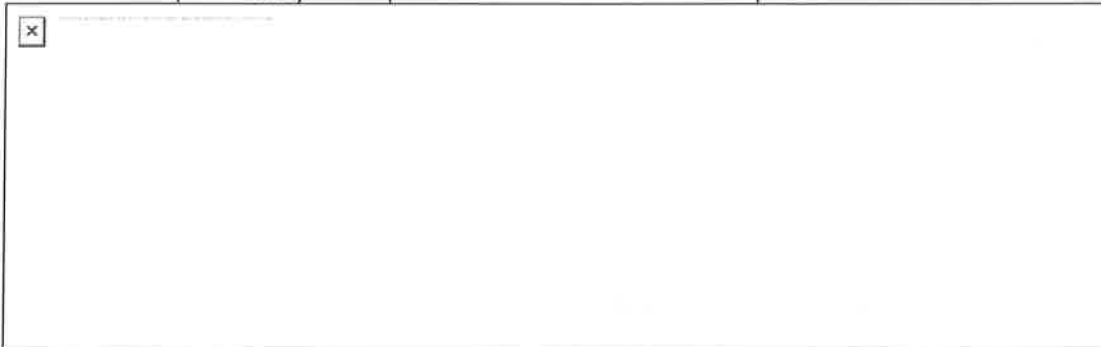
Lee,
I will come back to you later this week with a response.

I'm just looking at it in detail.

Regards,

Ian Elliott
Streetworks Manager
Amey

[REDACTED] | e: ian.elliott@amey.co.uk
Tatton House | 11 Caldey Road | Roundthorn Industrial Estate | Manchester | M23 9LF



From: Lee Atkinson <[lee@\[REDACTED\]](mailto:lee@[REDACTED])>
Sent: 30 November 2021 18:13
To: andrew.hague@trafford.gov.uk <andrew.hague@trafford.gov.uk>; Elliott, Ian <Ian.Elliott@amey.co.uk>; Scott Dow <[\[REDACTED\]](mailto:[REDACTED])>
Cc: Steve Hoyland <[\[REDACTED\]](mailto:[REDACTED])>; Alan Wallace <[\[REDACTED\]](mailto:[REDACTED])>; Peter Gates <[\[REDACTED\]](mailto:[REDACTED])>; Phil Crier <phil.crier@pbclicensing.co.uk>
Subject: RE: 02 VW Draft TMP

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Andy/Ian,

I hope you are well

Have you had a chance to look at the draft plan. We would very much like to have something in place for our first show mid January and Scott is keen to get on with the application for the TRO

Scott, Alan Peter and I have since had a follow up site meeting to look deeper into the CT elements of the plan

Thanks

lee

From: Lee Atkinson
Sent: 18 November 2021 15:17
To: 'Hague, Andrew' <Andrew.Hague@trafford.gov.uk>; Elliott, Ian <Ian.Elliott@amey.co.uk>; 'Scott Dow' <[\[REDACTED\]](mailto:[REDACTED])>
Cc: Steve Hoyland <[\[REDACTED\]](mailto:[REDACTED])>; Alan Wallace <[\[REDACTED\]](mailto:[REDACTED])>; Peter

Gates [REDACTED] 'Phil Crier' <phil.crier@pbclicensing.co.uk>
Subject: o2 VW Draft TMP

Hi,

I hope you are well

Please find attached a draft TMP. As discussed in our recent site visit that there is a level of flexibility to the plan that allows us to adjust the operation by mutual agreement

Please let us know your thoughts so Scott can proceed with the TRO application

Thanks

Lee

LEE ATKINSON | General Manager | O2 Victoria Warehouse Manchester

Email: [REDACTED]
[REDACTED]
[REDACTED]

O2 Victoria Warehouse Manchester, Trafford Wharf Road, Manchester, M17 1AB



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COMPACT SECURITY

SERVICES



O2 Victoria Warehouse

Ingress Queue Management and Egress Method Statement

Contact Name: Christopher Banks

Contact Number: [REDACTED]

Email Address:
[REDACTED]

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Introduction

Overview of the Event

The purpose of this method statement is to outline the Compact Security staffing operation for ingress and egress at the O2 Victoria Warehouse during periods when the E3 car park cannot be used and as such should be used as an amendment to plans already in place.

Client

Compact are contracted to supply Security & Stewarding Services to the client.

Client	AMG
--------	-----

The key client contacts are:

General Manager	Lee Atkinson
-----------------	--------------

Ingress

Aims

To aid the venue in delivering a safe and efficient ingress operation in line with the AMG Crowd Management, and Queue Management Policy's and to help the venue meet the 4 licensing objectives set out in the Licensing Act 2003;

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

Walk-up & Queue Management

Query	Action
Entrance Barrier Build	<ul style="list-style-type: none">• Built by Venue Production
Queue Space Available	<ul style="list-style-type: none">• TBC
Designated Queue / Entrances	<ul style="list-style-type: none">• With ingress at E3 not available, ingress will be via the alley accessing the side entrance of the venue.
Ability to Soft Open	<ul style="list-style-type: none">• Staff will be on duty from 15:00 (based on 19:00 doors) to queue any early arrival off the pavement of Trafford Wharf Road

Covid 19	<ul style="list-style-type: none"> • Staff under direction of the venue will check customers eligibility according to the venue Covid rules which can be found on the O2 Victoria Warehouse website
Anti-Social Behaviour Reduction Methods	<ul style="list-style-type: none"> • High visibility staffing • Access Control • Right of Refusal • Other covert/overt security tactics

Each event is assessed to determine if a security deployment is required earlier than the current 15:00 time. This is based off historic information and intelligence from the same artist at other venues. Where a queue is formed without prior expectance, the venue management will set up barriers initially until the booked security/site crew staff arrives.

Box Office

Query	Action
Location of Box Office Collections	<ul style="list-style-type: none"> • Hotel car park, Gate 2-3
Location of Guest list	<ul style="list-style-type: none"> • Hotel car park, Gate 2-3

Example Entrance Diagram (Barrier Design)

Plotted as notional positions of Compact Security staff, these are queue management staff only and do not included staffing assigned to other ingress roles such as search. It should be accepted that each event is different and ad hoc situations on an event may require the head of security to make operational changes, Compact staff are deployed to the venues infrastructure to help deliver their strategic objectives.



Infrastructure

The entrance design should be a robust ingress system that is based on previous events that respond to the event demographic and topographical needs. This should have adequate barriers in place provided and installed by the venue in good time prior to each show.

The venue should have sufficient signage and lighting should be at the entrance and approach routes to the entrance.

Ingress set up is checked prior to doors going green by both the Compact Security Manager and the Venue Duty Manager.

Staff Roles

Staff will receive a briefing sheet per event and a brief from the external supervisor. Role will be included but not limited to:

- Assisting O2 customers in directing them the correct way into the venue
- Directing any Manchester United football, the correct way and reducing the chance they will join the O2 queue
- Helping to maintain a clear route on the pavement that is not blocked by O2 customers
- Help maintain orderly queuing to the venue to reduce impact on any neighbours to the venue
- Profile customers attending the event
- Vigilance in reporting any suspicious activity to the external of the venue, to include;

- Suspicious vehicles
- Suspicious person's
- Reporting of any potential suspect packages
- Maintain an orderly queue of customers waiting to enter the venue
- Customer service
- Pre entry checks such as challenging people not meeting the venue requirement on such things as age policy and bag size policy

Normal Egress

Infrastructure

The egress design should be robust ingress system that is based on previous events and that meets the aims from internal and external stakeholders. This should have adequate barriers in place provided and installed by the venue in prior to egress to meet the needs of their dispersal aims.

The venue should have sufficient signage and lighting to maximise the efficiency of any egress plans and objectives.

Example Entrance Diagram (Barrier Design)





COMPACT SECURITY

SERVICES



Compact Security Services

Victoria Warehouse

Trafford Warf Road

M17 1AB

0161 8268019

www.compactsecurity.co.uk

Pre-Egress Checks

The control room will drive the recording of the pre-event checks. These will be to confirm that each supervisor has deployed their staff to the egress positions, has the correct infrastructure deployed and that they have adequate means of communicating to the crowd and back to the control room. Pre-egress checks will be completed a minimum of 30 minutes before the expected egress time.

Egress Routes

It is the responsibility of the Venue to calculate safe means of egress and evacuation from the event.

Under normal circumstances egress will be via the venues side gate (gate 4)

Key Egress Positions

Under normal conditions key positions are identified and will have adequate resources (management, supervisor, radios holders) assigned to them. These would be;

- External – gate 4
- Internal - Shed A – flappy doors
- Shed C

Staffing Roles

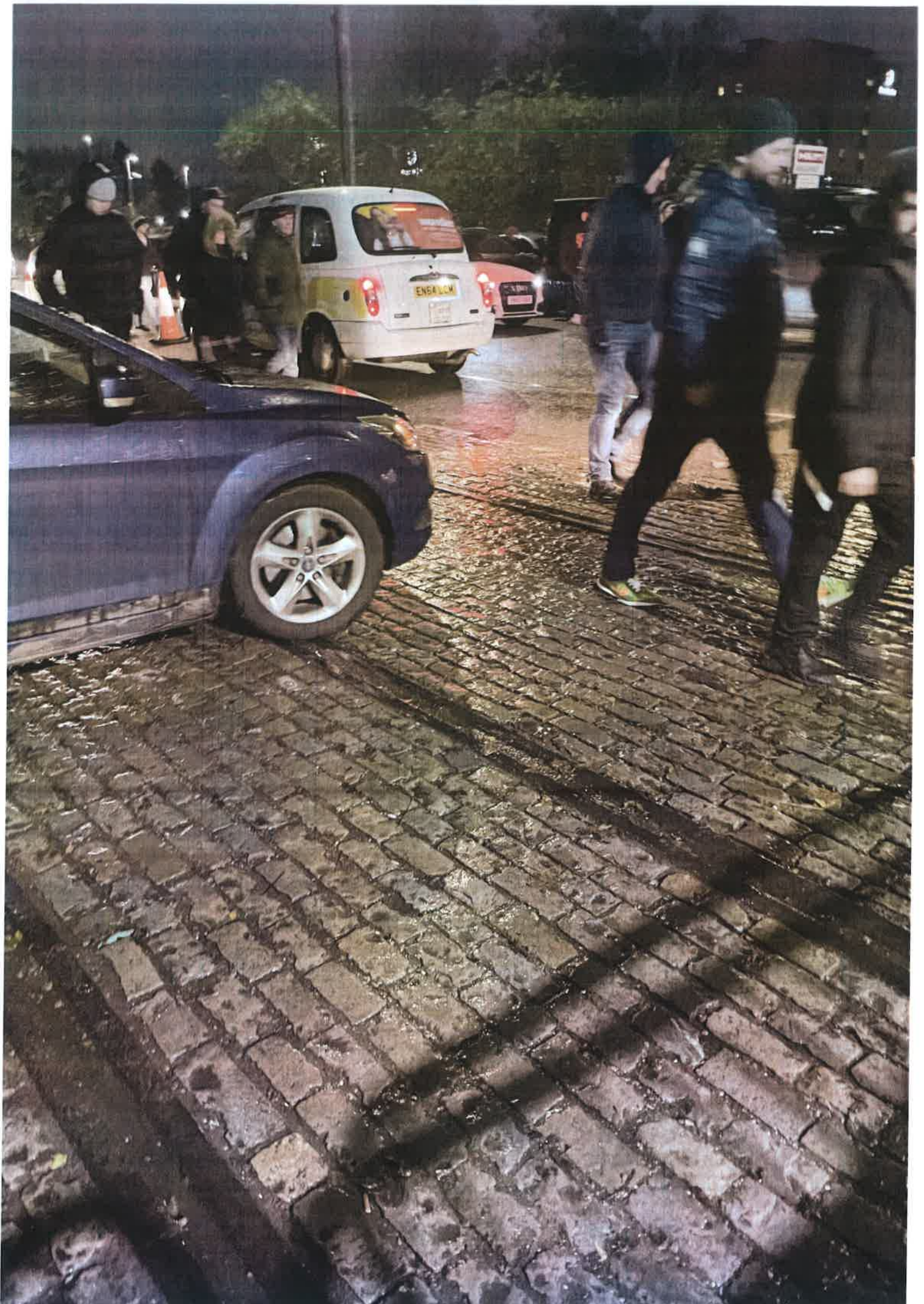
- To ensure that the egress routes are kept clear
- To provide a visible security presence in Hi Viz uniform to deter any anti-social behaviour and or criminal behaviour
- Prevent alcohol being taken off site
- Encourage people to leave the venue in a way that will minimise effect neighbours and residents by discouraging anti-social behaviour
- Encourage people to keep to the pavement and not walk along the road
- Provide a customer service function in providing information on transport locations
- Provide staff to look out for welfare concerns of customers once they have left the venue but in the direct vicinity of our area of operation
- Compact cannot take responsibility and have no legal powers for customers that do not follow the advice of staff once external to the venue as such all roles are advisory only
- Staff will not be deployed onto the highway and will only work from the footpath if safe to do so

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Risk Assessment

Site Name	o2 Victoria Warehouse	Department name	Operations
Activity	Approach arrival and queueing		
Description of Activity	<p>Approach and ingress of customers to the venue. The boundary of the building runs along Trafford Wharf Road from the E3 car park to the external coal yard at the front of the building. Entry through the side alley adjacent to the venue on Trafford Wharf Road. This is an alternative entry point for use when E3 car park is unavailable. Customers will need to be queued along Trafford Wharf Road if the alley fills to capacity. Customers are advised to arrive at the venue via public transport via our communications. AMG to liaise with TfGM to spread this message wider. The nearest tram stop is Wharfside</p>		
Who could it Affect			
Public		Y	Y
Employee		Y	Y
Contractors		Y	Y
Pregnant persons		Y	Y
Young persons under 18		Y	Y
Visiting production personnel		Y	Y

Risk Assessment

What are the hazards?	Who might be harmed and how?	Likelihood	Severity	Risk Rating	What existing controls do you have?	Additional controls required	Who needs to carry out the action?	Likelihood	Severity	Risk Rating
Terrorism (see specific hazards considered below) - Current Threat Level is Severe		0	0	0	All security staff receive Counter terrorism training, delivered by NaCTSO (ACT Awareness), briefing An event specific briefing delivered by GM to Security staff includes CT element. First Aid on site in line with current guidance. Personal Mobile Radio in use on show day, contact with key areas (Control / Sec Staff / DM. Event control operator in situ on all events monitoring CCTV and logging key event details.	Security contractor to provide copy of security staff briefing for our records. Security minded comms strategy to be developed with marketing and TfGM	Louise to liaise with	0	0	0

Risk Assessment

<p>Vehicle as a weapon (VAW)</p>	<p>Staff / Public / contractors, collision with vehicle</p>	<p>3</p>	<p>5</p>	<p>Customers are separated from the road by the wall along Trafford Wharf Road. Vehicle stopping rating unknown. This is not a vehicle security barrier. Event control and external security deployment to monitor the road for suspicious behaviour and report this behaviour into event control. By taking a large amount of customers off the pavement the chance of a VAW is reduced. CCTV monitored by event control for suspicious behaviour such as hostile reconnaissance.</p>	<p>Consideration of additional vehicle security barrier (bollards) on Trafford Wharf road from E3 car park to Trafford Road. Consideration of concrete jersey barrier from Wharfedale to Trafford Wharf Road on left side pavement on approach to venue. Arrange an audit of the bollard rating required. Traffic management planning consultant to write a plan. Plan may include traffic calming measure, bollards and another pedestrian crossing. Liaise with local authority to discuss traffic calming measures on approach route to the venue. Liaise with CSS regarding stewarded approach to venue. Review CCTV and lighting once Landlords proposed work is completed</p>	<p>AMG, venue management, local authority, Traffic Management Consultant, landlord, property services</p>	<p>2</p>	<p>5</p>	<p>10</p>
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Risk Assessment

<p>Vehicle borne improvised explosive device (VBIED)</p>	<p>Staff / Public / contractors, explosion causing injury</p>	<p>3</p>	<p>5</p>	<p>15</p> <p>Vehicles requiring access to the hotel car park as part of the event to be advanced prior to the show and details taken and passed onto security for access control.No unknown or unauthorised vehicles to be allowed onto our agreed car park space. Control via CCTV and external security deployment to monitor the road for suspicious behaviour. By taking a large amount of customers off the pavement into the alley the chance of a VBIED is reduced. Current stand off on Trafford Wharf Road is approx 5 meters. It is recommended that this is 30 meters (every meter counts). Currently vehicles are parked (some illegally) opposite the venues main point of egress and approach on a regular basis.</p>	<p>Invacuation plan to be written by GM. Formalised vehicle accreditation system to be written and adopted to identify vehicles as suspicious or otherwise. Engage with a Traffic Management company regarding management of the road. Engage with hotel regarding access control to their car park</p>	<p>Venue Management, Landlord, Traffic Management consultant</p>	<p>2</p>	<p>5</p>	<p>10</p>
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Risk Assessment

<p>Person borne improvised explosive device (PBIED)</p>	<p>Staff / Public / contractors, explosion causing injury</p>	<p style="text-align: center;">3</p>	<p style="text-align: center;">5</p>	<p style="text-align: center;">15</p> <p>CCTV coverage of queue monitored by control and external security deployment. External security staff to be in clerly marked uniform with Hi Vis and to report into event control via 2 way radios any suspicious behaviour. Security interact with public by pre screening before access into the alley. Each person to be visually screen, searched and communicated with by security staff on entry to the venue The alley wall prevents observation of the queueing and search procedures on the car park. This supports counter hostile reconnaissance operations Event staff undergo a bag check on arrival at the venue</p>	<p>Invacuation plan and lock down plan to be written by venue management. Review CCTV and external lighting once landlords building work is completed</p>	<p>Venue Management, CSS, Landlord, property services</p>	<p style="text-align: center;">2</p>	<p style="text-align: center;">5</p>	<p style="text-align: center;">10</p>
<p>Improvised explosive device left near queue</p>	<p>Staff / Public / contractors, explosion causing injury</p>	<p style="text-align: center;">3</p>	<p style="text-align: center;">5</p>	<p style="text-align: center;">15</p> <p>Pre event check of the queueing space to establish area clear by both security and Duty manager. Control to monitor CCTV coverage of the queue and patrolled by security staff. High viz external security staff monitor and patrol area. Public pre screened before joining queue via external security deployment. All bags checked before entry to venue. Event staff undergo a bag check on entry to the venue The alley wall prevents observation of the queueing and search procedures. This supports counter hostile reconnaissance operations</p>	<p>Evacuation plan to be updated to include cordon area at 200m and update queue dispersal/invacuation procedures Increase scope of pre event check to include approach of venue. Loud hailers required for communicating with public. Review CCTV and lighting requirements on completions of landlords building</p>	<p>Venue management, Landlord, property services</p>	<p style="text-align: center;">2</p>	<p style="text-align: center;">5</p>	<p style="text-align: center;">10</p>

Risk Assessment

Bomb threat to the venue	Staff / Public / contractors, explosion causing movement	2	5	10	<p>Venue Pre Event Checklist in use, signed off before doors open. CCTV in place and monitored by control. Organised queue using security staff barrier and security</p> <p>No direct phone line into the venue.</p> <p>Event staff under go a bag check on arrival for work</p>	<p>Evacuation plan to be updated to look at the possibility of cordon areas (200m) and update queue dispersal/invacuation procedures</p> <p>.Develop bomb threat procedure with Hotel</p> <p>Consider system of searching all event associated staff on entry to the venue.</p> <p>Change access PIN codes periodically</p>	Venue Management, Hotel	1	5
Chemical, biological, Radiological substances (CBR)	Staff / Public / contractors, irritative or corrosive substance causing injury	2	5	10	<p>External queue monitored by control and queue managed by barrier and external security deployment.</p> <p>Customers searched on entry.</p> <p>Medical team have burns treatment packs on site</p> <p>Aersols stopped at customer search as they are a prohibited item.</p> <p>Event staff undergo a bag check on arrival forwork</p>	<p>Regular checks that burns treatment packs are in situ.</p> <p>Remove remove remove.</p> <p>Look at adding prohibited items beign added to venue website / comms</p>	Venue Management, AMG	1	5

Risk Assessment

<p>Marauding Terror Attack (MTA)</p>	<p>Staff / Public / contractors, fire arm / knife attack causing injury</p>	<p>3</p>	<p>5</p>	<p>CCTV coverage of queue monitored by control. High viz external security staff monitor and patrol area and organise the queue. Public interacted with before joining queue and soft ticket checks carried out customers searched before entry and tickets checked. The alley wall prevents observation of the queueing and search procedures on the car park and provides soem protection from a MTA Event staff undergo a bag check on arrival for work</p>	<p>MTA plan to be formalised. Loudhailers bought to assist in communication with the public</p>	<p>Security staff to be briefed on action on MTA, venue management to write Invacuation plan</p>	<p>2</p>	<p>5</p>	<p>10</p>
<p>Unmanned aircraft system (UAS)</p>	<p>Staff / Public / contractors, payload of explosive / noxious substance</p>	<p>2</p>	<p>5</p>	<p>No Drones policy at venue. CCTV monitored by control. Security staff to be vigilant for drones and report into control</p>	<p>Security staff to locate pilot if possible. Drones to be added to security event brief</p>	<p>Venue Management</p>	<p>1</p>	<p>5</p>	<p>5</p>

Risk Assessment

Fire as a weapon	Staff / Public / contractors, fire used as a weapon to cause physical harm and or distraction	3	5	15	<p>CCTV coverage of queue monitored by control and external security deployment. External security staff to be in clerly marked uniform with Hi Vis and to report into event control any suspicious behaviour. Security interact with public by pre screening before access into the alley. Each person to be visually screen, searched and communicated with by security staff on entry to the venue.</p> <p>Cleaners on site to ensure no build up of flammable rubbish.</p> <p>Pre event checks by CSS and Duty Manager</p> <p>Flammable chemicals to be kept in locked store rooms away from the general public</p> <p>A line of covered Heras to prevent observation of the queueing and search procedures on the car park. This supports counter hostile reconnaissance operations</p> <p>Event staff undergo a bag check on arrival at the venue</p>	<p>Invacuation plan and lock down plan to be written by venue management. Review CCTV and external lighting once landlords building work is completed</p>	Venue Management, CSS, Landlord, property services	2	5	10
------------------	---	---	---	----	---	---	--	---	---	----

By taking most of the queue away from the road chances of a RTA affecting the customers is reduced

	1=very unlikely	2= unlikely	3=Likely	4=very likely	5=Will occur
1=No Injury	1	2	3	4	5
2=Minor Injury	2	4	6	8	10
3=Lost time injury	3	6	9	12	15
4=Fatality	4	8	12	16	20
5=Multi Fatalities	5	10	15	20	25

Risk 1-5= Low Maintain Controls

Risk Assessment

Risk 5-9=Adequate (but look to Improve)

Risk 10-12= Medium (look to Improve within a Specific Time scale)

Risk 15-25= High (stop Immediate Action Required)

Examples of Minor Injuries: Bruises, Cuts, Abrasions, Strains. Examples of Lost Time Injuries: RIDDOR Fractures, 7 day

Risk Assessment carried out By

Date of initial assessment

Authorised Satisfactory by

Date Authorised

ND11

1101

APPENDIX D

Duckworth, Nicola

From: Lee Atkinson <lee@[REDACTED]>
Sent: 06 May 2022 16:57
To: Whittle, Clare; Pickup, Jade; Duckworth, Nicola; Whittaker, Suzanne
Cc: Russell Toal; Helen McGee; Steve Hoyland; Melissa Bury
Subject: Staffing changes at o2 Victoria Warehouse

Hi All,

I hope you are well.

There have been some staffing changes at the venue.

I am leaving and Russell will be replacing me as General Manager. Russell was previously my deputy manager and left to become General Manager at the Ritz in Manchester.

Steve has recently had a promotion and Helen is now our divisional manager.

Helen is organising the process of changing the DPS status over to Russell.

Steve/Helen/Russell/Mel – Jade is now Senior Licencing Office replacing Keiran who is no longer with Trafford Council.

Any questions please give me a shout.

Thanks

Lee

LEE ATKINSON | General Manager | O2 Victoria Warehouse Manchester

Email: [REDACTED]
[REDACTED]
[REDACTED]

O2 Victoria Warehouse Manchester, Trafford Wharf Road, Manchester, M17 1AB



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ND12

NDIS

APPENDIX D

Duckworth, Nicola

From: Russell Toal <[REDACTED]>
Sent: 09 February 2023 23:28
To: Duckworth, Nicola
Subject: RE: Visit carried out 6/2/23
Attachments: Victoria Warehouse Egress Capacity Assessment Drawings.pdf; ABD Capacity Assessment.pdf; Event Medical Plan O2 You Me At Six 2023.docx

Dear Nicola

Re: Visit carried out 6/2/23

Thank you for your email received 7th February 2023

Please see below our response to the matters you raised, which is laid out point by point as in your email.

Health & Safety At work Etc Act 1974 section 3: Food Safety and Hygiene Regulations 2013.

- **There was no hot water behind the bars:**

All bars were visited and in some cases the hot water taps had no water coming out at all, and others the water was cold. One bar had a portable teal WHB, but the water inside this was cold, not easily accessible. You need to provide hot water to behind the bar area's, this is for cleaning and also for hand washing:

Temporary bars

Prior to your visit we had already ordered new electric hot water units for each temporary bar. These will be delivered tomorrow morning in advance of the next show and will be in place for each and every show going forward. The previous units we were using had been recently recalled due to a manufacturing fault and we had been waiting for replacements for a short time.

In addition to this, we have ordered all the necessary material to construct mobile hand wash stations for each of these bars. All stations will consist of an electric water heating unit, a blue roll dispenser, hand sanitiser, soap and a first aid kit.

Permanent bars

We do have hot water on each of these bars however, following your visit, we have discovered an intermittent fault on the heating system which meant that it could not produce enough hot water at the peak time on Monday. Subsequently we have commissioned a comprehensive survey of the hot water supply throughout the venue and will have this repaired asap. In the meantime we will supplement what we already have with portable hot water units, same as the temporary bars.

- **There was no hot water in the toilets (Ladies)- again some had cold water , some had no water coming out at all.**

All toilet facilities should be provided with a supply of hot and cold water:

There is water available in all rest-rooms. However, some taps have been damaged during recent shows. There are still plenty available to service each wash area. The toilet areas have been affected by the same problem as above as the same tank feeds all areas. It is being resolved as quickly as possible.

This should be remedied by the next event: Please email to confirm this has been done.

- **There was no hot or cold running water provided at the food outlet.**

This facility was serving and reheating high risk food. There should be hot water for cleaning and washing hands

This has been resolved, the food concession have purchased a portable electric unit that keeps water hot throughout service and have been reminded of their responsibilities.

- **The surface on which food was being prepared was not capable of being easily cleaned. The tables had black table cloths on them. Food should be prepared on a surface which can be easily cleaned and wiped down with antibacterial cleaner.**

This has been remedied, the contractor has replaced the area that the food is prepped and served from, all surfaces will be able to be cleaned with antibacterial cleaner.

- **There was no probe wipes or means of cleaning the probe thermometer .**

This has been remedied, probe wipes and other means of cleaning will be provided on each and every event that the concession is in use.

Medical Facility

- **There was no hot water in the medical room : Despite being 3 hours into the event, no one had noticed.**

The recently replaced water heater in this location is working but only providing lukewarm water due to the temperature of the external pipework during the winter months- it needs upgrading and a new unit has been ordered.

- **The floor in medical room was filthy and needs deep cleaning/ and or replacing**

The Medical Room and floor have been deep cleaned – New floor covering has been ordered and will be replaced at the earliest opportunity.

- **The infection control procedures inside the medical room were not satisfactory, staff were sat on the beds with feet up, leaving footprints.**

Our first aid provider has given assurances that the floor in the medical room will be cleaned on a regular basis BEFORE, DURING and AFTER each shift and they will have in place a cleaning log that gets signed when this is done. They have assured the venue that staff will not sit on the medical beds and all infection control procedures will be followed.

Please provide the following information in relation to the medical plan:

- **The medical plan and needs assessment for the event**

This is already on site and could have been presented if asked for on the night of your visit, please see attached. We always have comprehensive medical cover for all shows which is increased should the show type or audience require it. In addition to this, we always operate a welfare/quiet space for all shows.

- **The qualifications of all the staff on site, operating the medical facility.**

This has been provided in the attached medical and safeguarding plan, please see attached.

Capacity:

Please provide the following in relation to crowd capacity:

- **Capacity calculations for Shed A**
- **Capacity calculations for mezzanine area**

The original assessment was undertaken in 2018 after we acquired the venue and was undertaken against the fire safety guidance contained within the building regulations approved document B, volume 2 of the 2006 edition for buildings other than dwelling houses.

As part of that assessment, final escape widths and stair capacities were calculated, and simple outline drawings annotated. The drawings and tables are attached for reference.

In summary, the available escape capacities are as follows, based on a **7-11 live concert** with an operating trading/saleable capacity of 3500 persons.

Area:	Escape Capacity (number of people):
Ground Floor Shed A and Bar:	3257
First floor Mezzanine and Balcony:	660
Total Maximum Capacity:	3917
Trading Capacity:	3500

Our Group Property Manager, Keith Forshaw, has provided the attached details. If you have any questions regarding this, Keith is available (by appointment) to meet you at the venue to go through in more detail.

- **Crowd management plan for the mezzanine area**
- **Crowd Management plan for shed A**

We are currently undertaking a review and update of all of our processes & procedures throughout the group – as requested, we'll have the management plans for Mezzanine and shed A with you within 14 days of your original email.

We are more than happy to run through everything with you on site at a mutually agreeable time if you feel that would be of benefit.

- **Structural calcs for mezzanine to support the capacity calcs/crowd management plan.**

This will be provided by our landlord in line with your 14-day request

This information should be provided to us within the next 14 days.

Kind regards

Russell

RUSSELL TOAL, MSc | General Manager | O2 Victoria Warehouse Manchester

Email: [REDACTED]

[REDACTED]
O2 Victoria Warehouse Manchester, Trafford Wharf Road, Manchester, M17 1AB

From: Duckworth, Nicola <Nicola.Duckworth@trafford.gov.uk>

Sent: 07 February 2023 16:33

To: Russell Toal [REDACTED]

Cc: Whittle, Clare <Clare.Whittle@trafford.gov.uk>

Subject: FW: Visit carried out 6/2/23

[EXTERNAL]

Good afternoon

Further to the visit carried out last night, a number of matters need addressing prior to the next event.

**Health & Safety At work Etc Act 1974 section 3:
Food Safety and Hygiene Regulations 2013.**

- **There was no hot water behind the bars:**

All bars were visited and in some cases the hot water taps had no water coming out at all, and others the water was cold. One bar had a portable teal WHB, but the water inside this was cold, not not easily accessible.

You need to provide hot water to behind the bar area's, this is for cleaning and also for hand washing:

- There was no hot water in the toilets (Ladies)- again some had cold water , some had no water coming out at all.

All toilet facilities should be provided with a supply of hot and cold water:

This should be remedied by the next event: Please email to confirm this has been done.

- There was no hot or cold running water provided at the food outlet.

This facility was serving and reheating high risk food. There should be hot water for cleaning and washing hands

- The surface on which food was being prepared was not capable of being easily cleaned. The tables had black table cloths on them. Food should be prepared on a surface which can be easily cleaned and wiped down with antibacterial cleaner.

- There was no probe wipes or means of cleaning the probe thermometer .

Medical Facility

- **There was no hot water in the medical room : Despite being 3 hours into the event, no one had noticed.**
- **The floor in medical room was filthy and needs deep cleaning/ and or replacing**
- **The infection control procedures inside the medical room were not satisfactory, staff were sat on the beds with feet up, leaving footprints.**

Please provide the following information in relation to the medical plan:

- **The medical plan and needs assessment for the event**
- **The qualifications of all the staff on site, operating the medical facility.**

Capacity:

Please provide the following in relation to crowd capacity:

- Capacity calculations for Shed A
- Capacity calculations for mezzanine area
- Crowd management plan for the mezzanine area
- Crowd Management plan for shed A
- Structural calcs for mezzanine to support the capacity calcs/crowd management plan.

This information should be provided to us within the next 14 days.

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Victoria Warehouse
Means of Escape Capacity Assessment
Assessment in Accordance with the Building Regulations, Approved Document B

Ground Floor Shed A & Bar Area:		
Exit:	Exit Width (mm):	ADB Capacity:
External Exit 1	1000	60
External Exit 2	1200	240
External Exit 3	1180	236
External Exit 4	3050	610
External Exit 5	1200	240
External Exit 6	1500	300
External Exit 7	1560	312
External Exit 8	1480	296
External Exit 9	1430	286
External Exit 10	1470	294
Internal Exit 1	3060	488
Internal Exit 2	2720	614
External Exit 11	1410	141
External Exit 12	1420	142
External Exit 13	1310	131
External Exit 14	1310	131
External Exit 15	2110	422
Totals:		4943
<p><i>Based on a potential stage fire scenario, external exits 1 to 6 have been discounted due to their close proximity to each other and stage location. This is considered conservative based on the overall number of doors provided.</i></p>		
Total Capacity:		3257

First Floor Mezzanine and Balcony		
Exit:	Exit Width (mm):	ADB Capacity:
Internal Exit 14	1660	332
Internal Exit 15	1770	340
Internal Stair 10	1220	320
Internal Stair 10*	1220	80
Totals:		1072
<p><i>Internal exit 14 has been discounted due to fire. Stair 9 is the limiting factor regarding exit 15. IE 10 discharges on to stair 2 which is the limiting factor. IE10* is limited by IE8, 11 and 12 from shed E which also discharge into stair 2 therefore the capacity has been divided by 4 for each exit when the mezzanine and Shed E are occupied simultaneously.</i></p>		
Total Capacity (when Shed E is occupied):		420
Total Capacity (when Shed E is un-occupied):		660

**Victoria Warehouse
Means of Escape Capacity Assessment
Assessment in Accordance with the Building Regulations, Approved Document B**

First Floor - Total Stair Capacity		
Stair:	Width (mm):	ADB Capacity:
1	1670	320
2	1640	320
3	900	150
4	900	150
5	900	150
6	900	150
7	900	150
8	1660	320
9	1700	340
Total Capacity:		2050
<p><i>Stair 9 has been discounted due to a fire scenario Stairs 6, 7, and 8, discharge internally so have been discounted.</i></p>		
Total Capacity:		1090

EVENT MEDICAL AND SAFEGUARDING PLAN

O2 Victoria Warehouse
You Me At Six

Recommended by	Event Organisers
Approved by	Dale Ingall - Clinical Director
Approval date	4 th January 2023
Version number	1.1
Review date	January 2024
Responsible event manager	Dale Ingall

1. Introduction

This document outlines the parameters of all services covered, as the stakeholders mutually understand them. This document does not supersede current processes and procedures unless explicitly stated herein. This document outlines the Event Medical Plan for the O2 Victoria Warehouse 'You Me At Six' music event.

2. Objective & Goals

The objective of this document is to provide a clear understanding of the Event Medical Plan for the event. This plan is to be followed and implemented by the Event Management Team.

The goals of this document are to:

- Provide clear reference to accountability, roles and/or responsibilities.
- Present a clear, concise and measurable description of service provision to the customer.
- Provide a clear and concise management structure to the event.
- Provide clear and concise safety procedures and protocols for staff & customers.

3. Periodic Review

This document is valid from the **Effective Date** outlined herein and is valid until further notice. This document should be reviewed at a minimum one month prior to the event; however, in lieu of a review during any period specified, the current document will remain in effect.

This document is an event medical plan for O2 Victoria Warehouse 'You Me At Six' music events based on a NARU score of 25.

The **Business Relationship Manager** ("Document Owner") is responsible for facilitating regular reviews of this document. Contents of this document may be amended as required and communicated to all affected parties. The Document Owner will incorporate all subsequent revisions and obtain mutual agreements / approvals as required.

Business Relationship Manager: Dale Ingall

Review Period: January 2023

Previous Review Date: N/A

Next Review Date: January 2024

4. Management Structure

Medical Operations Manager – Dale Ingall

Dale will be responsible for co-ordinating all Medical Staff on the event.

Dale or an alternative designated manager / team leader will be the direct contact for Emergency Medical Services on the event.

Clinical Manager & Paramedic -

Clinical Manager will be responsible for all aspects of the medical team's triage, assessment and treatment of patients.

Clinical Manager will be the Clinical Lead on the event and will be the responsible manager when it comes to making any 999 calls for North West Ambulance Service.

5. Co-Ordination

Hourly logs are to be maintained by Event Control.

This information will be viewed by the designated Event Manager who will relay that information to North West Event Medical Solutions Ltd if relevant. This is to be relayed to the following people:

Event Operations Manager

Clinical Manager & Team Leaders

Should an employee/volunteer have an issue, concern or are unsure on anything they are to speak with a team leader/manager who will advise on and/or log the issue. Should they be unable to assist, they will refer the issue to a senior member of event staff who will endeavour to solve the problem.

6. Information and Induction

All staff working the event are suitably trained, qualified and reviewed to carry out all tasks required on the day. All staff are to attend a medical briefing 30 minutes prior to the commencement of their shift. During this briefing all staff will be given details on all Health and Safety aspects and Management Structures as well as a full induction of the site.

Team Leaders, Supervisors and Senior Managers will be onsite throughout the event supervising all works carried out by staff, thus ensuring staff safety throughout the event.

Should a member of staff injure themselves on the event they should first attend the Medical Treatment Centre or Radio for Medical Assistance if unable to move.

Event control will then log the incident in the Operations Log and inform a member of the Management Team.

Staff accident report forms are to be stored by Dale Ingall, Operations Manager if needed along with the companies Employer's Liability Insurance Documents.

7. Venue

Venue address:

O2 Victoria Warehouse
Trafford Wharf Road
Manchester
M17 1AB

Emergency Service access will be gained off Trafford Wharf Road and escorted by Stewards/Security Personnel.

8. Welfare

The Event Medical Team on site will also operate a welfare service. Potential welfare patients will be triaged by senior medical staff and where deemed appropriate guided to the welfare area whereby they will be monitored for deterioration by medical staff until they feel well enough to be discharged. Examples of welfare patients include anxiety attacks, mild drug misuse or too intoxicated to leave the event safely.

9. Communication Arrangements

All event staff will be on fixed channel secure radio communication throughout the event.

Should a member of staff's radio fail, we will have a number of spare units on site to ensure communication is maintainable throughout the event.

A Site visit and test of radio equipment has been carried out and will be carried out again prior to the event to ensure that communication is obtainable throughout the site.

All radio messages will be run through a central control centre who will log every message, therefore leaving an audit trail if needed.

A back up plan to this is that all members of staff will have a list of telephone contact numbers if radio communication fails.

Any emergency service calls (999) will be authorised by Dale Ingall or the designated Event Operations Manager and will be logged with control and given an individual incident reference number.

10. Event Medical Cover

Event Medical Cover will be provided by North West Event Medical Solutions Ltd.

Minimum resources to be provided on the event field are:

2 x Emergency Medical Technician
2 x Emergency First Responder (min FREC3)
2 x Welfare staff – FREC 3 or equivalent

1 x Lifepak Defibrillator
3 x Immediate Response Bags
1 x Entonox Cylinders
2 x Oxygen Cylinders

All Medical incidents will be reported to the medical team via radio communication. This will be done from an event steward or security via control.

Resilience ... Any patient deemed 'time critical' shall be transported to the nearest receiving appropriate A&E department with pre-alert given via telephone using North West Event Medical Solutions vehicle where appropriate and designated to the event on a risk assessed basis.

Non-life threatening journeys will be via 999 / direct clinician transport request line to North West Ambulance Service to ensure NWEMS event resilience for potentially life threatening cases.
NOTE : this option WILL ONLY be utilised where a patient is immobile or as a very last resort whereby all other resources investigated are exhausted - examples of this would be where the patient is unable to travel in a taxi or in friends / relatives vehicles, unable to travel in alternative NWEMS available vehicles (RRV), significant safeguard issues, significant mental health issues.

Ambulance movement on the event site will be escorted by Event Safety Stewards and Security to ensure public safety at all times. This will be done at a maximum of 5mph with emergency lighting (blues) and hazard lights.

The nearest Accident and Emergency hospital is:

Salford Royal Hospital
Scott Lane
Salford
M6 8HD

Distance from event – 3.5 miles (Approx 7 minutes)

The nearest Major Trauma Centre hospital is:

Manchester Royal Infirmary
Upper Brook Street
Manchester
M13 9NZ

Distance from event – 4 miles (Approx 8 minutes)

The nearest PCI Centre hospital is:

Manchester Royal Infirmary
Upper Brook Street
Manchester
M13 9NZ

Distance from event – 4 miles (Approx 8 minutes)

11. Safeguarding

Safeguarding lead for the event will be provided by North West Event Medical Solutions Ltd. The safeguarding lead will address any safeguarding issues as per national safeguarding protocols and report to NHS Adult / Child safeguarding teams where appropriate.

The safeguarding lead for this event will be Dale Ingall –North West Event Medical Solutions Clinical Director.

All North West Event Medical Solutions staff coming into direct contact with members of the public must possess a current Enhanced Disclosure Barring Service (DBS) which will be logged with the safeguarding lead.

Event Medical & Safeguarding Plan

Created by:

Dale Ingall, Clinical Director

ND 13

NDP

APPENDIX D

Duckworth, Nicola

From: Russell Toal [REDACTED]
Sent: 20 February 2023 19:58
To: Duckworth, Nicola
Subject: RE: Visit carried out 6/2/23
Attachments: O2 Victoria Warehouse Stewarding Plan V1.3.pdf

Hello Nicola

Further my email, sent on 9th February, please find attached O2 Victoria Warehouse Stewarding plan, which I hope answers some of the points you raised.

Regarding capacity, density control measures

- For live shows venue capacity is 3917 however we only sell 3,500 tickets.
- Front of stage barrier. This gives a safe working environment for the pit team to monitor the audience safety. Page 35
- Fire exits staff cover. evacuation Page 32
- Crowd spotter, we can on a show by show basis decide to use a crowd spotter from an elevated position on the mezzanine. Page 35
- Closure plans , plans for strategic cordons to restrict access of over dense area page 41 onwards
- Event control provide real time updates, and collate radio traffic to facilitate an incident response

We are still waiting for the Structural report for the mezzanine from our landlord, which I was hoping to have received by now. I will of course forward that on to you once I receive it.

Please let me know if I can be of further assistance in the meantime.

Kind regards

Russell

From: Duckworth, Nicola <Nicola.Duckworth@trafford.gov.uk>
Sent: 20 February 2023 16:53
To: Russell Toal [REDACTED]
Cc: Whittle, Clare <Clare.Whittle@trafford.gov.uk>
Subject: RE: Visit carried out 6/2/23

[EXTERNAL]

Good afternoon Russell

I just wanted to touch base as I have not heard from you following the email which was sent on the 7th February in relation to the visit carried out. ?

Regards

Nicola Duckworth
Team Leader Environmental Health (Safety at Sports Grounds Lead) Regulatory Services Trafford Council | 1st Floor
| Trafford Town Hall | Talbot Road Stretford | M32 0TH Phone - 0161 912 473 [REDACTED]
Email: Nicola.Duckworth@trafford.gov.uk

Please note my working pattern is Monday to Thursday

Trafford, a place where all residents, communities and businesses prosper. Our Trafford, Our Future 2021-24 - Better Health, Better Jobs, Greener Future

From: Duckworth, Nicola
Sent: 07 February 2023 16:33
To: 'russe [REDACTED]
Cc: Whittle, Clare <Clare.Whittle@trafford.gov.uk>
Subject: FW: Visit carried out 6/2/23

Good afternoon

Further to the visit carried out last night, a number of matters need addressing prior to the next event.

**Health & Safety At work Etc Act 1974 section 3:
Food Safety and Hygiene Regulations 2013.**

- **There was no hot water behind the bars:**

All bars were visited and in some cases the hot water taps had no water coming out at all, and others the water was cold. One bar had a portable teal WHB, but the water inside this was cold, not not easily accessible.

You need to provide hot water to behind the bar area's, this is for cleaning and also for hand washing:

- There was no hot water in the toilets (Ladies)- again some had cold water , some had no water coming out at all.

All toilet facilities should be provided with a supply of hot and cold water:

This should be remedied by the next event: Please email to confirm this has been done.

- There was no hot or cold running water provided at the food outlet.

This facility was serving and reheating high risk food. There should be hot water for cleaning and washing hands

- The surface on which food was being prepared was not capable of being easily cleaned. The tables had black table cloths on them. Food should be prepared on a surface which can be easily cleaned and wiped down with antibacterial cleaner.

- There was no probe wipes or means of cleaning the probe thermometer .

Medical Facility

- **There was no hot water in the medical room : Despite being 3 hours into the event, no one had noticed.**
- **The floor in medical room was filthy and needs deep cleaning/ and or replacing**
- **The infection control procedures inside the medical room were not satisfactory, staff were sat on the beds with feet up, leaving footprints.**

Please provide the following information in relation to the medical plan:

- **The medical plan and needs assessment for the event**
- **The qualifications of all the staff on site, operating the medical facility.**

Capacity:

Please provide the following in relation to crowd capacity:

- Capacity calculations for Shed A
- Capacity calculations for mezzanine area
- Crowd management plan for the mezzanine area
- Crowd Management plan for shed A
- Structural calcs for mezzanine to support the capacity calcs/crowd management plan.

This information should be provided to us within the next 14 days.

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ND 14

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APPENDIX D

Duckworth, Nicola

From: Russell Toal [REDACTED]
Sent: 21 April 2023 15:41
To: Duckworth, Nicola
Cc: Russell Toal
Subject: RE: Visit carried out 6/2/23
Attachments: 10104 dwg a.pdf; 10104 calcs b.pdf

Hi Nicola

Hope you are well

Further to the below, I thought I would give you an update on works carried out at the venue since your last visit. Firstly, please find attached structural report for the balcony area of O2VW, as requested. I've only just received these today from our Landlord sorry for the delay in getting this to you.

- **There was no hot water behind the bars: We have now had individual water tanks fitted behind each permanent bar – this now relieves usage pressure on our main hot water tank – temporary bars now have a more robust portable water heaters fit for purpose**
- **There was no hot water in the toilets (Ladies)- again some had cold water , some had no water coming out at all. We have had new taps installed in all washrooms on the ground floor these are more environmentally sound in terms of water flow/usage which helps to protect the hot water supply**
- **There was no hot or cold running water provided at the food outlet. Catering franchise now has a more substantial portable hot water unit**
- **There was no hot water in the medical room. Medical room has been fitted with a more substantial mains fed water heater**
- **The floor in medical room was filthy and needs deep cleaning/ and or replacing – The floor covering and substructure of the medical cabin has been replaced**
- **Structural calcs for mezzanine to support the capacity calcs/crowd management plan. Please see attached documents**

Our head office have noticed that O2 Victoria Warehouse have been awarded a 1 star food rating from the council We would like this revisiting if possible at your convenience.

Kind regards

Russell

From: Russell Toal
Sent: 23 February 2023 10:43
To: Duckworth, Nicola <Nicola.Duckworth@trafford.gov.uk>
Subject: FW: Visit carried out 6/2/23

Hi, Nicola

This is the email I sent to you 9.02.23 – I've also attached the OOO response from your email address

Best

Russell

From: Russell Toal
Sent: 09 February 2023 23:28
To: Duckworth, Nicola <Nicola.Duckworth@trafford.gov.uk>
Subject: RE: Visit carried out 6/2/23

Dear Nicola

Re: Visit carried out 6/2/23

Thank you for your email received 7th February 2023

Please see below our response to the matters you raised, which is laid out point by point as in your email.

**Health & Safety At work Etc Act 1974 section 3:
Food Safety and Hygiene Regulations 2013.**

- **There was no hot water behind the bars:**

All bars were visited and in some cases the hot water taps had no water coming out at all, and others the water was cold. One bar had a portable teal WHB, but the water inside this was cold, not easily accessible. You need to provide hot water to behind the bar area's, this is for cleaning and also for hand washing:

Temporary bars

Prior to your visit we had already ordered new electric hot water units for each temporary bar. These will be delivered tomorrow morning in advance of the next show and will be in place for each and every show going forward. The previous units we were using had been recently recalled due to a manufacturing fault and we had been waiting for replacements for a short time.

In addition to this, we have ordered all the necessary material to construct mobile hand wash stations for each of these bars. All stations will consist of an electric water heating unit, a blue roll dispenser, hand sanitiser, soap and a first aid kit.

Permanent bars

We do have hot water on each of these bars however, following your visit, we have discovered an intermittent fault on the heating system which meant that it could not produce enough hot water at the peak time on Monday. Subsequently we have commissioned a comprehensive survey of the hot water supply throughout the venue and will have this repaired asap. In the meantime we will supplement what we already have with portable hot water units, same as the temporary bars.

- **There was no hot water in the toilets (Ladies)- again some had cold water , some had no water coming out at all.**

All toilet facilities should be provided with a supply of hot and cold water:

There is water available in all rest-rooms. However, some taps have been damaged during recent shows. There are still plenty available to service each wash area. The toilet areas have been affected by the same problem as above as the same tank feeds all areas. It is being resolved as quickly as possible.

This should be remedied by the next event: Please email to confirm this has been done.

- **There was no hot or cold running water provided at the food outlet.**

This facility was serving and reheating high risk food. There should be hot water for cleaning and washing hands

This has been resolved, the food concession have purchased a portable electric unit that keeps water hot throughout service and have been reminded of their responsibilities.

- **The surface on which food was being prepared was not capable of being easily cleaned.
The tables had black table cloths on them. Food should be prepared on a surface which can be easily cleaned and wiped down with antibacterial cleaner.**

This has been remedied, the contractor has replaced the area that the food is prepped and served from, all surfaces will be able to be cleaned with antibacterial cleaner.

- **There was no probe wipes or means of cleaning the probe thermometer .**

This has been remedied, probe wipes and other means of cleaning will be provided on each and every event that the concession is in use.

Medical Facility

- **There was no hot water in the medical room : Despite being 3 hours into the event, no one had noticed.**

The recently replaced water heater in this location is working but only providing lukewarm water due to the temperature of the external pipework during the winter months- it needs upgrading and a new unit has been ordered.

- **The floor in medical room was filthy and needs deep cleaning/ and or replacing**

The Medical Room and floor have been deep cleaned – New floor covering has been ordered and will be replaced at the earliest opportunity.

- **The infection control procedures inside the medical room were not satisfactory, staff were sat on the beds with feet up, leaving footprints.**

Our first aid provider has given assurances that the floor in the medical room will be cleaned on a regular basis BEFORE, DURING and AFTER each shift and they will have in place a cleaning log that gets signed when this is done. They have assured the venue that staff will not sit on the medical beds and all infection control procedures will be followed.

Please provide the following information in relation to the medical plan:

- **The medical plan and needs assessment for the event**

This is already on site and could have been presented if asked for on the night of your visit, please see attached. We always have comprehensive medical cover for all shows which is increased should the show type or audience require it. In addition to this, we always operate a welfare/quiet space for all shows.

- **The qualifications of all the staff on site, operating the medical facility.**

This has been provided in the attached medical and safeguarding plan, please see attached.

Capacity:

Please provide the following in relation to crowd capacity:

- **Capacity calculations for Shed A**
- **Capacity calculations for mezzanine area**

The original assessment was undertaken in 2018 after we acquired the venue and was undertaken against the fire safety guidance contained within the building regulations approved document B, volume 2 of the 2006 edition for buildings other than dwelling houses.

As part of that assessment, final escape widths and stair capacities were calculated, and simple outline drawings annotated. The drawings and tables are attached for reference.

*In summary, the available escape capacities are as follows, based on a **7-11 live concert** with an operating trading/saleable capacity of 3500 persons.*

Area:	Escape Capacity
-------	-----------------

	(number of people):
Ground Floor Shed A and Bar:	3257
First floor Mezzanine and Balcony:	660
Total Maximum Capacity:	3917
Trading Capacity:	3500

Our Group Property Manager, Keith Forshaw, has provided the attached details. If you have any questions regarding this, Keith is available (by appointment) to meet you at the venue to go through in more detail.

- **Crowd management plan for the mezzanine area**
- **Crowd Management plan for shed A**

We are currently undertaking a review and update of all of our processes & procedures throughout the group – as requested, we'll have the management plans for Mezzanine and shed A with you within 14 days of your original email.

We are more than happy to run through everything with you on site at a mutually agreeable time if you feel that would be of benefit.

- **Structural calcs for mezzanine to support the capacity calcs/crowd management plan.**

This will be provided by our landlord in line with your 14-day request

This information should be provided to us within the next 14 days.

Kind regards

Russell

RUSSELL TOAL, MSc | General Manager | O2 Victoria Warehouse Manchester

Email: [REDACTED]

O2 Victoria Warehouse Manchester, Trafford Wharf Road, Manchester, M17 1AB

From: Duckworth, Nicola <Nicola.Duckworth@trafford.gov.uk>

Sent: 07 February 2023 16:33

To: Russell Toal [REDACTED]

Cc: Whittle, Clare <Clare.Whittle@trafford.gov.uk>

Subject: FW: Visit carried out 6/2/23

[EXTERNAL]

Good afternoon

Further to the visit carried out last night, a number of matters need addressing prior to the next event.

**Health & Safety At work Etc Act 1974 section 3:
Food Safety and Hygiene Regulations 2013.**

- **There was no hot water behind the bars:**

All bars were visited and in some cases the hot water taps had no water coming out at all, and others the water was cold. One bar had a portable teal WHB, but the water inside this was cold, not not easily accessible.

You need to provide hot water to behind the bar area's, this is for cleaning and also for hand washing:

- There was no hot water in the toilets (Ladies)- again some had cold water , some had no water coming out at all.

All toilet facilities should be provided with a supply of hot and cold water:

This should be remedied by the next event: Please email to confirm this has been done.

- There was no hot or cold running water provided at the food outlet.

This facility was serving and reheating high risk food. There should be hot water for cleaning and washing hands

- The surface on which food was being prepared was not capable of being easily cleaned. The tables had black table cloths on them. Food should be prepared on a surface which can be easily cleaned and wiped down with antibacterial cleaner.

- There was no probe wipes or means of cleaning the probe thermometer .

Medical Facility

- **There was no hot water in the medical room : Despite being 3 hours into the event, no one had noticed.**
- **The floor in medical room was filthy and needs deep cleaning/ and or replacing**
- **The infection control procedures inside the medical room were not satisfactory, staff were sat on the beds with feet up, leaving footprints.**

Please provide the following information in relation to the medical plan:

- **The medical plan and needs assessment for the event**
- **The qualifications of all the staff on site, operating the medical facility.**

Capacity:

Please provide the following in relation to crowd capacity:

- Capacity calculations for Shed A
- Capacity calculations for mezzanine area
- Crowd management plan for the mezzanine area
- Crowd Management plan for shed A
- Structural calcs for mezzanine to support the capacity calcs/crowd management plan.

This information should be provided to us within the next 14 days.

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HARRY SEYMOUR & ASSOCIATES
CONSULTING STRUCTURAL ENGINEERS

DOLFRWNOG NEWYDD,
LLANFACHRETH,
DOLGELLAU,
GWYNEDD,
LL40 2PB

P: 07801233925
E: harryseymourandassociates@msn.com

<u>Title</u>	<u>Job No.</u>	<u>Rev</u>
Victoria Warehouse, Old Trafford	10104	B

1.00 Loadings

The balcony has been design to comply with imposed loadings as specified in BS6399-1:1996 and BS EN 1991-1-1:2002 category C5

Balcony	=	DL	=	deck	=	0.68	kN/m ²
				frame	=	0.20	"
					=	0.88	"
		IL	=	Cat C5	=	5.00	"
					=	5.88	"
Brickwork	=	DL	=	100 brick	=	2.00	kN/m ²
					=	2.00	"
Roof	=	DL	=	asphelt	=	0.50	kN/m ²
				screed	=	1.20	"
				concrete	=	3.60	"
				battons	=	0.02	"
				ceiling	=	0.20	"
					=	5.52	"
		IL	=	no access	=	1.50	"
					=	7.02	"
Floors	=	DL	=	screed	=	1.20	kN/m ²
				concrete	=	4.80	"
				battons	=	0.02	"
				partitions	=	1.00	"
				ceiling	=	0.20	"
					=	7.22	"
		IL	=	bedroom	=	2.00	"
					=	9.22	"
Roof (warehouse)	=	DL	=	deck	=	0.20	kN/m ²
				purlins	=	0.05	"
				frame	=	0.15	"
				ceiling	=	0.40	"
				services	=	0.25	"
					=	1.05	"
		IL	=	no access	=	0.60	"
					=	1.65	"

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Victoria Warehouse, Old Trafford	10104	B

All. Stress = 2.81 **N/mm²**
therefore area = 7815.04 **mm²**
therefore use **150mm minimum bearing onto supporting masonry**

5.00 Main Support Beams

Loads taken from Masterseries Frame Analysis:

span (m) = 2.00 effective length (m) = 4.00
T = 116.85 **kN** **ultT** = 183.68 **kN**
V = 43.05 **kN** **ultV** = 67.65 **kN**
M = 61.50 **kNm** **ultM** = 96.76 **kNm**
Sreqd = 365.13 **cm³**
therefore try - **254*254*89UC**

Sx = 1228.00 **I** = 14307.00
r = 6.52 **D/T** = 15.00 = x
l/r = 61.35 = λ
A = 114.00

therefore

Pb = 236.00 **N/mm²**

therefore

Mb = 289.81 **kNm**

therefore **say OK**

Py = 265.00 **N/mm²**

therefore

Pt = 3021.00 **kN**

therefore **say OK**

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Victoria Warehouse, Old Trafford	10104	B

combined = 0.39

therefore **say OK**

6.00 Diagonal Prop

Loads taken from Masterseries Frame Analysis:

W = 147.86 **kN**
ultW = 231.93 **kN**

therefore try - **254*254*89C**

l_{er} = 2.85 **r_y** = 6.52
 l/r = 43.71 **A** = 114.00
 f_c = 20.34 **N/mm^2**
 p_c = 224.00 **N/mm^2**

therefore **say OK**

7.00 Column Adjacent to Wall

Loads taken from Masterseries Frame Analysis:

span (m) = 4.00 effective length (m) = 4.00
T = 104.55 **kN** **ultT** = 164.00 **kN**
V = 84.56 **kN** **ultV** = 132.84 **kN**
M = 129.15 **kNm** **ultM** = 203.36 **kNm**
Sreqd = 767.40 **cm³**

therefore try - **254*254*89UC**

S_x = 1228.00 **I** = 14307.00
r = 6.52 **D/T** = 15.00 = x
 l/r = 61.35 = **λ**
A = 114.00

therefore

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<u>Title</u>	<u>Job No.</u>	<u>Rev</u>
Victoria Warehouse, Old Trafford	10104	B

$$P_b = 236.00 \text{ N/mm}^2$$

therefore

$$M_b = 289.81 \text{ kNm}$$

therefore **say OK**

$$P_y = 265.00 \text{ N/mm}^2$$

therefore

$$P_t = 3021.00 \text{ kN}$$

therefore **say OK**

$$\text{combined} = 0.76$$

therefore **say OK**

8.00 Beams Over New Openings

$$\text{span (m)} = 3.30 \quad \text{effective length (m)} = 3.96$$

W/m		kN/m²	m	kN/m	ultkN/m
	floor	9.22	x 1.50	13.83	20.75
	wall	4.00	x 3.00	12.00	16.80
	sw	0.30	x 1.00	0.30	0.45
				<u>26.13</u>	<u>38.00</u>

$$R = 43.11 \text{ kN} \quad \text{ultR} = 62.69 \text{ kN}$$

$$M = 35.57 \text{ kNm} \quad \text{ultM} = 51.72 \text{ kNm}$$

$$S_{reqd} = 195.17 \text{ cm}^3$$

$$I_{reqd} = 2095.92 \text{ cm}^4$$

therefore try - **203*203*46UC**

$$S_x = 497.40 \quad I = 4564.00$$

$$r = 5.11 \quad D/T = 18.50 \quad x$$

$$l/r = 77.50 = \lambda$$

therefore

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Victoria Warehouse, Old Trafford	10104	B

$$P_b = 207.00 \text{ N/mm}^2$$

therefore

$$M_b = 102.96 \text{ kNm}$$

therefore **say OK**

Check bearing onto masonry:

$$\text{Ultimate R} = 62.69 \text{ kN}$$

$$\text{All. Stress} = 2.81 \text{ N/mm}^2$$

$$\text{therefore area} = 22338.44 \text{ mm}^2$$

therefore use **150mm minimum bearing onto supporting masonry**

9.00 Check Pier Between New Openings

W	=		=	kN/m²	x	m²	=	kN	=	ultkN
		roof	=	7.02	x	6.56	=	46.05	=	66.77
		3rd	=	9.22	x	6.56	=	60.48	=	90.72
		2nd	=	9.22	x	6.56	=	60.48	=	90.72
		roof	=	1.65	x	43.05	=	71.03	=	106.55
		wall	=	6.00	x	15.58	=	93.48	=	130.87
		wall	=	8.00	x	15.58	=	124.64	=	174.50
		wall	=	10.00	x	4.10	=	41.00	=	57.40
		sw	=	10.00	x	3.35	=	33.45	=	46.83
								<u>530.62</u>		<u>764.37</u>

$$\text{hef} = 2.50 \quad \text{tef} = 550.00 \quad \text{t} = 550.00$$

$$\text{fk} = 6.30 \quad \text{Ym} = 3.50 \quad \text{b} = 1115.00$$

$$\text{hef/tef} = 4.55$$

$$\text{Capacity reduction factor} = 0.77$$

$$\text{Vertical Load Resistance} = 849.9645 \text{ kN}$$

therefore **say OK**

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CONSULTING STRUCTURAL ENGINEERS

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<u>Title</u>	<u>Job No.</u>	<u>Rev</u>
Victoria Warehouse, Old Trafford	10104	B

Appendix A:

ND 15

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APPENDIX D

From: Duckworth, Nicola
Sent: 17 May 2023 14:41
To: 'BillyLiggins@kuits.com' <BillyLiggins@kuits.com>
Cc: 'John X Lloyd' <John.Lloyd@gmp.police.uk>; Affleck, Lee <Lee.Affleck@trafford.gov.uk>; Reeves, Jonathan <Jonathan.Reeves@amey.co.uk>; Whittle, Clare <Clare.Whittle@trafford.gov.uk>
Subject: Structural information- Victoria Warehouse

Hi Billy

I have passed your information from John Lloyd from Greater Manchester Police, he has passed on the structural information which you have provided in relation to Victoria warehouse and the licensing application which has been made in respect of Tobacco Stores.

I have passed the information to our structural engineers who have asked for the following information.

1. Can you please confirm that an application for change of use was originally submitted and building regulations approval was given following the change of use from the warehouse to an entertainment venue, hence a requirement for assessing the load bearing capacity of existing floor? Is 5.0 KN/m² sufficient for a warehouse?
2. In the letter they commented that a "brief summary of the assessment is included"- can we have the full assessment, please?
3. The letter stated that the construction date of the building was 1927, however, the three documents used for the "Historical live load data for this type of buildings" go back to 1909. Can you please explain why were these 3 documents chosen?

Regards

Nicola Duckworth

Team Leader Environmental Health (Safety at Sports Grounds Lead) Regulatory Services Trafford Council | 1st Floor
| Trafford Town Hall | Talbot Road Stretford | M32 0TH Phone - 0161 912 4734 Mobile - [REDACTED]

Email: Nicola.Duckworth@trafford.gov.uk

Please note my working pattern is Monday to Thursday

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Better Health, Better Jobs, Greener Future

Duckworth, Nicola

From: Duckworth, Nicola
Sent: 19 June 2023 16:16
To: 'BillyLiggins@kuits.com'
Cc: 'John X Lloyd'; Affleck, Lee; 'Reeves, Jonathan'; Whittle, Clare; 'Russell Toal'; Manchha, Amit
Subject: RE: Structural information- Victoria Warehouse

Hi Billy

I have still not received a response to the email, below please could you respond as soon as possible.

Regards

Nicola Duckworth

Team Leader Environmental Health (Safety at Sports Grounds Lead) Regulatory Services Trafford Council | 1st Floor
| Trafford Town Hall | Talbot Road Stretford | M32 0TH Phone - 0161 912 4734 Mobile - [REDACTED]
Email: Nicola.Duckworth@trafford.gov.uk

Please note my working pattern is Monday to Thursday

Trafford, a place where all residents, communities and businesses prosper. Our Trafford, Our Future 2021-24 -
Better Health, Better Jobs, Greener Future

From: Duckworth, Nicola
Sent: 17 May 2023 14:41
To: 'BillyLiggins@kuits.com' <BillyLiggins@kuits.com>
Cc: 'John X Lloyd' <John.Lloyd@gmp.police.uk>; Affleck, Lee <Lee.Affleck@trafford.gov.uk>; Reeves, Jonathan <Jonathan.Reeves@amey.co.uk>; Whittle, Clare <Clare.Whittle@trafford.gov.uk>
Subject: Structural information- Victoria Warehouse

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- 2) In the letter they commented that a "brief summary of the assessment is included"- can we have the full assessment, please?
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Nicola Duckworth

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| Trafford Town Hall | Talbot Road Stretford | M32 0TH Phone - 0161 912 4734 Mobile - [REDACTED]

Email: Nicola.Duckworth@trafford.gov.uk

Please note my working pattern is Monday to Thursday

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Duckworth, Nicola

From: Billy Liggins <BillyLiggins@kuits.com>
Sent: 19 June 2023 16:24
To: Duckworth, Nicola; 'Tom Brinkworth'
Cc: John X Lloyd; Affleck, Lee; Reeves, Jonathan; Felicity Tulloch; Whittle, Clare; Russell Toal; Manchha, Amit
Subject: RE: Structural information- Victoria Warehouse (VWC1/2)

Hi Nicola

Thank you for your email.

@Tom Brinkworth can you please liaise with Nicola directly in relation to the below chain of emails.

Many thanks
Billy

Billy Liggins
Trainee Solicitor
Licensing
For and on behalf of Kuit Steinart Levy LLP
Dept:
Fax: +44 (0)161 838 8109

tel: +44 (0)161 832 3434
3 St Marys Parsonage
Manchester M3 2RD
www.kuits.com
Email: info@kuits.com



Team accolades

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From: Duckworth, Nicola <Nicola.Duckworth@trafford.gov.uk>
Sent: Monday, June 19, 2023 4:16 PM
To: Billy Liggins <BillyLiggins@kuits.com>
Cc: John X Lloyd <John.Lloyd@gmp.police.uk>; Affleck, Lee <Lee.Affleck@trafford.gov.uk>; Reeves, Jonathan <Jonathan.Reeves@amey.co.uk>; Whittle, Clare <Clare.Whittle@trafford.gov.uk>; Russell Toal <russell [REDACTED]>; Manchha, Amit <Amit.Manchha@amey.co.uk>
Subject: RE: Structural information- Victoria Warehouse

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Hi Billy

I have still not received a response to the email, below please could you respond as soon as possible.

Regards

Nicola Duckworth

Team Leader Environmental Health (Safety at Sports Grounds Lead) Regulatory Services Trafford Council | 1st Floor
| Trafford Town Hall | Talbot Road Stretford | M32 0TH Phone - 0161 912 4734 Mobile – [REDACTED]

Email: Nicola.Duckworth@trafford.gov.uk

Please note my working pattern is Monday to Thursday

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Better Health, Better Jobs, Greener Future

Duckworth, Nicola

From: Reeves, Jonathan <Jonathan.Reeves@amey.co.uk>
Sent: 19 June 2023 16:43
To: Duckworth, Nicola
Cc: Manchha, Amit; Meadows, Sally
Subject: RE: Structural information- Victoria Warehouse (VWC1/2)

Hi Nicola and Amit,

As agreed, I tried to contact the developer but got no answer.


The situation may be clarified if we ask:

- Have applications for planning permission and building regulations both been made?
- Please can we have the full assessment, rather than the 'brief summary' provided?
- Please provide a copy of the technical note referred to on the drawings.
- Send details (drawings and justification) of the modifications that are proposed for this structural change of use.

Kind regards, Jonathan

Jonathan Reeves

Highway Structures Engineer | AmeyConsulting

 e: jonathan.reeves@amey.co.uk
Tatton House | 11 Caldey Road | Roundthorn Industrial Estate | Manchester | M23 9LF

ameyconsulting

Personal pride in our public service | **EMPOWER** | **ENGAGE** | **EXCEL**



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YEARS

From: Billy Liggins <BillyLiggins@kuits.com>
Sent: Monday, June 19, 2023 4:24 PM
To: 'Duckworth, Nicola' <Nicola.Duckworth@trafford.gov.uk>; 'Tom Brinkworth' 
Cc: John X Lloyd <John.Lloyd@gmp.police.uk>; Affleck, Lee <Lee.Affleck@trafford.gov.uk>; Reeves, Jonathan <Jonathan.Reeves@amey.co.uk>; Felicity Tulloch <felicitytulloch@kuits.com>; Whittle, Clare <Clare.Whittle@trafford.gov.uk>; Russell Toal ; Manchha, Amit <Amit.Manchha@amey.co.uk>
Subject: RE: Structural information- Victoria Warehouse (VWC1/2)

You don't often get email from billyliggins@kuits.com. [Learn why this is important](#)

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Hi Nicola

Thank you for your email.

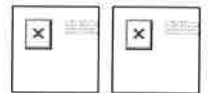
@Tom Brinkworth can you please liaise with Nicola directly in relation to the below chain of emails.

Many thanks
Billy

Billy Liggins

Trainee Solicitor
Licensing
For and on behalf of Kuit Steinart Levy LLP
Dept:
Fax: +44 (0)161 838 8109

tel: +44 (0)161 832 3434
3 St Marys Parsonage
Manchester M3 2RD
www.kuits.com
Email: info@kuits.com



Team accolades

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Subject: RE: Structural information- Victoria Warehouse

This email originated from outside of Kuits. Please use caution before clicking on any link or following instructions within. Also DO NOT

Hi Billy

I have still not received a response to the email, below please could you respond as soon as possible.

Regards

Nicola Duckworth

Team Leader Environmental Health (Safety at Sports Grounds Lead) Regulatory Services Trafford Council | 1st Floor
| Trafford Town Hall | Talbot Road Stretford | M32 0TH Phone - 0161 912 4734 Mobile – [REDACTED]

Email: Nicola.Duckworth@trafford.gov.uk

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From: Duckworth, Nicola
Sent: 17 May 2023 14:41
To: 'BillyLiggins@kuits.com' <BillyLiggins@kuits.com>
Cc: 'John X Lloyd' <John.Lloyd@gmp.police.uk>; Affleck, Lee <Lee.Affleck@trafford.gov.uk>; Reeves, Jonathan <Jonathan.Reeves@amey.co.uk>; Whittle, Clare <Clare.Whittle@trafford.gov.uk>
Subject: Structural information- Victoria Warehouse

Hi Billy

I have passed your information from John Lloyd from Greater Manchester Police, he has passed on the structural information which you have provided in relation to Victoria warehouse and the licensing application which has been made in respect of Tobacco Stores.

I have passed the information to our structural engineers who have asked for the following information.

1. Can you please confirm that an application for change of use was originally submitted and building regulations approval was given following the change of use from the warehouse to an entertainment venue, hence a requirement for assessing the load bearing capacity of existing floor? Is 5.0 KN/m² sufficient for a warehouse?
2. In the letter they commented that a "brief summary of the assessment is included"- can we have the full assessment, please?
3. The letter stated that the construction date of the building was 1927, however, the three documents used for the "Historical live load data for this type of buildings" go back to 1909. Can you please explain why were these 3 documents chosen?

Regards

Nicola Duckworth

Team Leader Environmental Health (Safety at Sports Grounds Lead) Regulatory Services Trafford Council | 1st Floor
| Trafford Town Hall | Talbot Road Stretford | M32 0TH Phone - 0161 912 4734 Mobile – [REDACTED]

Email: Nicola.Duckworth@trafford.gov.uk

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ND16

NDIP

APPENDIX D

Duckworth, Nicola

From: Russell Taylor-Toal [REDACTED]
Sent: 10 August 2023 14:55
To: Acton, Alison
Cc: Duckworth, Nicola
Subject: RE: Victoria Warehouse, Trafford Wharf Road, Manchester. M17 1AB.

Thanks Alison

I've passed your email onto Academy Music Group head office, who I believe will contact the Landlord. I note that you also copied in Tom Brinkworth, presumably as VW Group have recently licensed an area on the upper floor of the building we occupy. Tom has direct access to the Landlord so I expect him to contact you directly. I just wanted to clarify that VW Group are a separate company and are not part of Academy Music Group LTD

Kind Regards
Russell Taylor -Toal
General Manager O2 Victoria Warehouse Manchester

From: Acton, Alison <Alison.Acton@trafford.gov.uk>
Sent: 08 August 2023 15:44
To: Russell Taylor-Toal <russell [REDACTED]>; tom [REDACTED]
Cc: Duckworth, Nicola <Nicola.Duckworth@trafford.gov.uk>
Subject: Victoria Warehouse, Trafford Wharf Road, Manchester. M17 1AB.

[EXTERNAL]

Hi,

Health and Safety at Work etc Act 1974 Section 20.

I have been accessing the information relating to the above premises and specifically the structural requirements of the building.

I have been forwarded many e mails, which also seem to chase the structural proof that the floors, especially the mezzanine, is suitable for the use. Some calculations were sent over but these are inadequate to prove what is required. These do not provide adequate information and still leave a gap in the proof that the floors are adequate for the use at the time an event takes place.

You have advised us that it is the landlords responsibility. As such, please provide us with their company details and contacts so that we will be able to take action under section 4 of the Health and Safety at Work etc Act 1974, as well. I will also need your lease, to show who is responsible and any other proof that it is their responsibility to maintain the building in a safe condition.

I must however advise you that I require suitable and sufficient structural information to prove the floors are adequate for the use when events take place. I require this information within the next 7 days. This information has been requested since February 2023 and we have not had any success. Once this is received they can be checked to ensure all is correct for the load bearing requirements of the events.

I am very concerned that this matter has not been resolved previously and I must advise that if it cannot be shown that the premises is structurally suitable, I will be considering a prohibition notice for the event or parts of it.

I am sure you are aware of the collapsed mezzanine floor in a small restaurant in London, this occurred fairly recently and the devastating damage that was caused. We would not want anything like that to happen and there, is no doubt, that such a disaster, could be a risk of serious injury.

If you have access to the building regulations sign off for the works carried out at the venue at the time of change of use, I am sure that will have the adequate information to show all is satisfactory. There will be calculations, that were part of the application, and details that will have shown the construction that took place. I have requested information from the building control section here, to provide the application details and the building control company that was in use for this premises. If this cannot be found and you have no proof of building regulations we will have to assume that the works was done without the required building regulations. This will assume that the works were not carried out, necessarily to building control requirements.

Please forward this e mail to the required persons in the Company, if you cannot deal with it.

Regards

Alison Acton

Environmental Health Officer

Tel 0161 912 4037

Fax 0161 912 1113

Trafford Council, Regulatory Services, Trafford Town Hall, Talbot Road, Stretford. M32 0TH.

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ND 17

FIDM

APPENDIX D

Duckworth, Nicola

From: Acton, Alison
Sent: 06 September 2023 10:20
To: Duckworth, Nicola
Subject: FW: VWH

All there

From: Keith Forshaw <[REDACTED]>
Sent: 16 August 2023 08:10
To: Acton, Alison <Alison.Acton@trafford.gov.uk>
Subject: FW: VWH

Morning Alison,

Sorry this is slightly later than promised – I had some PC update issues!

As promised, further to our discussions earlier today, please see the email below from Richard Stone who is a chartered structural engineer with Booth King.

As you can see, Richard is happy for us to continue to use the balcony; however, we will restrict the capacity to 25 people in the short term until Booth King have completed a full analysis of the balcony over the next few weeks. The reduced balcony capacity will continue until the full analysis is complete; therefore, we will continue to trade as discussed previously.

Happy to discuss anything further with you from the tenants perspective and would be grateful if you could keep me copied on your discussions with Adam Geoffrey.

Speak soon,

Regards,



Keith Forshaw
Property Manager

E-Mail: [REDACTED]

Address: 02 Apollo Theatre | Stockport Road | Ardwick Green | Manchester | M12 6AP | United Kingdom



From: Keith Forshaw
Sent: Wednesday, August 16, 2023 8:01 AM
To: 'Richard Stone' <[REDACTED]>
Cc: Andrea Manenti <[REDACTED]>; Dhanish Musafer <[REDACTED]>
Subject: RE: VWH

Excellent, thanks Richard.

Sorry I didn't reply last night as my PC got stuck updating!

Can you draft a proposal for the further assessment work with a timescale please?

Thanks again for helping at short notice.

Speak soon,

Regards,



Keith Forshaw
Property Manager

[Redacted]
Address: O2 Apollo Theatre | Stockport Road | Ardwick Green | Manchester | M12 6AP | United Kingdom



From: Richard Stone [Redacted]
Sent: Tuesday, August 15, 2023 9:08 PM
To: Keith Forshaw [Redacted]
Cc: Andrea Manenti [Redacted]; Dhanish Musaffer [Redacted]
Subject: RE: VWH

[EXTERNAL]

Hi Keith,

Further to our site visit this morning we have run a frame design check on the balcony steelwork. As discussed, this is to satisfy two principal questions in the immediate short term to satisfy all that the balcony can continue in use:

- 1) Are the calculations provided by Harry Seymour & Associates in accordance with the as-built situation;
- 2) Are the ties fixing the columns back to the existing structure within design capacity.

We have run a 2D frame model to resolve these queries and provide you with comfort that the structural design is adequate for the demands of use. The model was simplified by ignoring the masonry ties back into the masonry piers, and only including the pair of ties at the head of the column – this is a conservative assumption.

- 1) Following our site inspection, the as built situation closely follows the drawing, with some minor differences in the cleat fixing back to masonry (these make no difference to the design results). The design model shows that the loads and resultant forces /moments are as determined by Harry Seymour & Associates. These are all within design limits of the steel. The deflection on the tip of the cantilever is within serviceability parameters.
 - a. We note that the applied design load of 5kN/m² is approximately double the maximum capacity of people on the balcony, which should provide some further comfort.

2) The resultant force at the head of the column is a 45kN (ULS) tie force – a visual confirmation on site shows that there are at least 8 M12 fixings on each frame fixed back into the existing concrete encased steel structure. This equates to 5.6kN per bolt, which is within the capacity of an M12 bolt fixed to concrete. We will send you a brief report showing the results tomorrow, as evidence of the above.

Further to this design analysis, we undertook our inspection today and saw no signs of distress on the structure; including the bolts, brickwork and concrete. We are therefore of the view that the structure is within design and serviceability limits, and can continue in use.

Whilst the frame analysis raises no alarms, we would suggest some further analysis is undertaken to demonstrate a footfall analysis on the full balcony structure to check if there are any vibration issues. The fact there is no sign of distress, nor complaints of 'bounce' in the balcony over the years of use suggests this is a conservative check, but it would close out any concerns. Turnaround on this won't be as quick, as the analysis is quite involved, so we can discuss this over the next couple of days to confirm our scope as things develop.

I'm in and out of meetings tomorrow, but will talk any of this through as you need. If there are any further updates / comments from the council please keep us updated.

Kind regards,

Richard Stone MEng CEng MStructE
Associate

[REDACTED]



Offices in: Ramsbottom, Manchester & Edinburgh

www.booth-king.co.uk

 PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS E-MAIL

From: Keith Forshaw [REDACTED]
Sent: Tuesday, August 15, 2023 10:29 AM
To: Richard Stone [REDACTED]
Subject: VWH

Hi Richard,

These are the details the landlord has previously provided to the council.

Speak later,

Regards,

Keith

Keith Forshaw

Property Manager

[REDACTED]

E-Mail:

[REDACTED]

Address: O2 Apollo Theatre | Stockport Road | Ardwick Green | Manchester | M12 6AP | United Kingdom



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Live Nation (Music) UK Limited. Registered Office: 30 St John Street, London EC1M 4AY. Registered in England and Wales. Company Number 02409911.

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NJD 18

ND 18

PROHIBITION NOTICE

HEALTH AND SAFETY AT WORK ETC. ACT 1974 Sections 22, 23 and 24



Reference Number: P/3465

Name: Live Nation(Music) UK Ltd and Subsidiary Companies

Address: 30, St John Street, London. EC1M 4AY

Trading as O² Victoria Warehouse

I, Alison Acton, one of Trafford Council's Environmental Health Officers being an Inspector appointed by an instrument in writing made pursuant to section 19 of the said Act and entitled to issue this notice of Trafford Council, Regulatory Services, Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH Telephone number: 0161 912 4037

hereby give you notice that I am of the opinion that the following activity namely: the use of the first floor which are being carried out by you/likely to be carried on by you/under your control at; O² Victoria Warehouse, Trafford Wharf Road, Trafford Park. M17 1AG

Involve a risk of serious personal injury, and that matters which give rise to the said risks are: there is no comprehensive assessment of the first floor loading including a detailed analysis that takes into account dynamic loading resulting from crowd movement, Therefore there is a risk of overloading and collapse

and that the said matters involve contravention of the following statutory provisions: Health and Safety at Work etc. Act 1974 section 2(1) and section 3(1)

because:

The building has undergone a change of use, which necessitates a reassessment of its load-bearing capacity.

- Historical Data: The letter from Harry Seymour & Associates assumes design loadings for the floor based on historical data. However, there is no evidence to indicate that the floors were constructed to meet the standards expected in 1927.
- Current Standards: The mere existence of the building does not serve as conclusive evidence that it meets current structural standards and safety requirements.
- Crowd Load Consideration: The existing assessment letter does not sufficiently demonstrate the building's ability to safely support the anticipated crowd loads, especially in the context of events and gatherings.

and I hereby direct that the said activities shall not be carried on by you or under your control **immediately** unless the said contraventions and matters have been remedied.

I further direct that the measures specified in the schedule which forms part of this notice shall be taken to remedy the said contraventions or matters*

Signature

Date 6th September 2023

This is a relevant notice for the purposes of the Environment and Safety Information Act 1988 –yes

Signature



Date 6th September 2023

This information above will form the register entry*

A similar notice has been served on

Academy Music Group Ltd, of 211, Stockwell Road, London. SW9 9SL. and

Mr David Cohen



Mr Thomas Brinkworth, A



related to the matters contained in this notice

NOTES

1. Failure to comply with this Prohibition Notice is an offence as provided by section 33(1)(g) of the Health and Safety at Work etc Act 1974 and section 33(2) and Schedule 3A of this Act renders the offender liable on summary conviction, to imprisonment for a term not exceeding 6 months, or to a fine, or both, or, on conviction on indictment, to imprisonment for a term not exceeding 2 years, or a fine, or both.
2. Except for an immediate Prohibition Notice, an Inspector has power to withdraw a notice or to extend the period specified in the notice, before the end of the period specified in it. If you wish this to be considered you should apply to the Inspector who issued the notice, but you must do so before the end of the period given in it. Such an application is not an appeal against this notice.
3. The issue of this notice does not relieve you of any legal liability for failing to comply with any statutory provision referred to in the notice or to perform any other statutory or common law duty resting on you.
4. You can appeal against this notice to an Employment Tribunal. Details of the method of making an appeal can be found on the GOV.UK website at <https://www.gov.uk/employment-tribunals/make-a-claim>. An appeal can be either submitted online at the above website address, or by downloading form ET1 and posting it to the Employment Tribunal Central Office (England and Wales), PO Box 10218, Leicester, LE1 8EG.

If you do not have access to the internet, contact the person who issued the Notice and ask to be supplied with a hard copy of form ET1 and guidance T432: Making a claim to an Employment Tribunal.

Time limit for appeal

A notice of appeal must be sent to the Employment Tribunal within 21 days from the date of service on the appellant of the notice, or notices, appealed against, or within such further period as the tribunal considers reasonable in a case where it is satisfied that it was not reasonably practicable for the notice of appeal to be presented within the period of 21 days.

The entering of an appeal does not have the effect of suspending this notice. Application can be made for the suspension of this notice to the Employment Tribunal, but the notice continues in force until a tribunal otherwise directs.

An application for suspension of the notice must be in writing and must set out:

- (a) the case number of the appeal, if known, or particulars sufficient to identify it; and
- (b) the grounds on which the application is made. (It may accompany the appeal.)

The rules for the hearing of an appeal are given in The Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013 (SI 2013 No 1237).

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 - Cause harm or prejudice; or
 - Be in breach of the law.
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5. If you are not satisfied with the information contained in the entry you have a further right to Appeal to Trafford Council in the first instance.



Prohibition Notice Schedule

Health and Safety at Work, etc. Act 1974, Sections 22, 23 24

Reference No: P/3465

Cease to use the first floor until there has been a comprehensive analysis of the floor loadings, to include a typical beam, column, and floor analysis and to consider dynamic crowd loading. This approach will ensure that there is a robust understanding of the building's structural integrity, compliance with modern standards, and its ability to safely accommodate the intended activities.

Or,

Any other equally effective measures to remedy said contraventions

PROHIBITION NOTICE



HEALTH AND SAFETY AT WORK ETC. ACT 1974 Sections 22, 23 and 24

Reference Number: P/3466

Name: Academy Music group Ltd

Address: 211, Stockwell Road, London. SW9 9SL

Trading as O² Victoria Warehouse

I, Alison Acton, one of Trafford Council's Environmental Health Officers being an Inspector appointed by an instrument in writing made pursuant to section 19 of the said Act and entitled to issue this notice of Trafford Council, Regulatory Services, Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH Telephone number: 0161 912 4037

hereby give you notice that I am of the opinion that the following activity namely: the use of the first floor

which are being carried out by you/likely to be carried on by you/under your control at; O² Victoria Warehouse, Trafford Wharf Road, Trafford Park. M17 1AG

Involve a risk of serious personal injury, and that matters which give rise to the said risks are: there is no comprehensive assessment of the first floor loading including a detailed analysis that takes into account dynamic loading resulting from crowd movement, Therefore there is a risk of overloading and collapse

and that the said matters involve contravention of the following statutory provisions: Health and Safety at Work etc. Act 1974 section 2(1) and section 3(1) because:

The building has undergone a change of use, which necessitates a reassessment of its load-bearing capacity.

- Historical Data: The letter from Harry Seymour & Associates assumes design loadings for the floor based on historical data. However, there is no evidence to indicate that the floors were constructed to meet the standards expected in 1927.
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and I hereby direct that the said activities shall not be carried on by you or under your control **immediately** unless the said contraventions and matters have been remedied.

I further direct that the measures specified in the schedule which forms part of this notice shall be taken to remedy the said contraventions or matters*

Signature

Date 6th September 2023

This is a relevant notice for the purposes of the Environment and Safety Information Act 1988 –yes

Signature



Date 6th September 2023

The information above will form the register entry*

A similar notice has been served on Live Nation (Music) UK Ltd of 30, St John Street, London.
EC1M4AY and

Mr David Cohen



Mr Thomas Brinkworth,



related to the matters contained in this notice

NOTES

1. Failure to comply with this Prohibition Notice is an offence as provided by section 33(1)(g) of the Health and Safety at Work etc Act 1974 and section 33(2) and Schedule 3A of this Act renders the offender liable on summary conviction, to imprisonment for a term not exceeding 6 months, or to a fine, or both, or, on conviction on indictment, to imprisonment for a term not exceeding 2 years, or a fine, or both.
2. Except for an immediate Prohibition Notice, an Inspector has power to withdraw a notice or to extend the period specified in the notice, before the end of the period specified in it. If you wish this to be considered you should apply to the Inspector who issued the notice, but you must do so before the end of the period given in it. Such an application is not an appeal against this notice.
3. The issue of this notice does not relieve you of any legal liability for failing to comply with any statutory provision referred to in the notice or to perform any other statutory or common law duty resting on you.
4. You can appeal against this notice to an Employment Tribunal. Details of the method of making an appeal can be found on the GOV.UK website at <https://www.gov.uk/employment-tribunals/make-a-claim>. An appeal can be either submitted online at the above website address, or by downloading form ET1 and posting it to the Employment Tribunal Central Office (England and Wales), PO Box 10218, Leicester, LE1 8EG.

If you do not have access to the internet, contact the person who issued the Notice and ask to be supplied with a hard copy of form ET1 and guidance T432: Making a claim to an Employment Tribunal.

Time limit for appeal

A notice of appeal must be sent to the Employment Tribunal within 21 days from the date of service on the appellant of the notice, or notices, appealed against, or within such further period as the tribunal considers reasonable in a case where it is satisfied that it was not reasonably practicable for the notice of appeal to be presented within the period of 21 days.

The entering of an appeal does not have the effect of suspending this notice. Application can be made for the suspension of this notice to the Employment Tribunal, but the notice continues in force until a tribunal otherwise directs.

An application for suspension of the notice must be in writing and must set out:

- (a) the case number of the appeal, if known, or particulars sufficient to identify it; and
- (b) the grounds on which the application is made. (It may accompany the appeal.)

The rules for the hearing of an appeal are given in The Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013 (SI 2013 No 1237).

PUBLIC AVAILABILITY OF INFORMATION ON ALL ENFORCEMENT NOTICES

1. Under the requirements of the Environment and Safety Information Act 1988, Trafford BC maintains at its Offices public registers of information on notices which do not impose requirements or conditions solely for the protection of persons at work. These are called "relevant notices" under this Act and will be identified by the inspector serving the notice (see overleaf). Entries will be kept in the public register for a period of at least three years.
2. Information on a notice will not be made available until the right of appeal against the notice has expired. Where a notice is withdrawn or cancelled on appeal no entry will be made. Entries relating to notices served on individuals will be kept on the register for a period of 5 years from the date of issue. Notices served on individuals under the age of 18 will be removed sooner.
3. Information will be withheld where, in Trafford BC's belief, its disclosure would:
 - Cause harm or prejudice; or
 - Be in breach of the law.
4. Personal information is dealt with in accordance with the Data Protection Act 1998. Where disclosure of personal information would be incompatible with the Act it will not be included on the database.
5. If you are not satisfied with the information contained in the entry you have a further right to Appeal to Trafford Council in the first instance.



Prohibition Notice Schedule

Health and Safety at Work, etc. Act 1974, Sections 22, 23 24

Reference No: P/3466

Cease to use the first floor until there has been a comprehensive analysis of the floor loadings, to include a typical beam, column, and floor analysis and to consider dynamic crowd loading. This approach will ensure that there is a robust understanding of the building's structural integrity, compliance with modern standards, and its ability to safely accommodate the intended activities.

Or,

Any other equally effective measures to remedy said contraventions

PROHIBITION NOTICE



HEALTH AND SAFETY AT WORK ETC. ACT 1974 Sections 22, 23 and 24

Reference Number: P/3467

Name: Mr David Geoffrey Cohen, Address: Lloyds House, 18-20, Lloyds Street, Manchester M2 5WA

Trading as O² Victoria Warehouse

I, Alison Acton, one of Trafford Council's Environmental Health Officers being an Inspector appointed by an instrument in writing made pursuant to section 19 of the said Act and entitled to issue this notice of Trafford Council, Regulatory Services, Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH Telephone number: 0161 912 4037

hereby give you notice that I am of the opinion that the following activity namely: the use of the first floor

which are being carried out by you/likely to be carried on by you/under your control at; O² Victoria Warehouse, Trafford Wharf Road, Trafford Park. M17 1AG

Involve a risk of serious personal injury, and that matters which give rise to the said risks are: there is no comprehensive assessment of the first floor loading including a detailed analysis that takes into account dynamic loading resulting from crowd movement, Therefore there is a risk of overloading and collapse

and that the said matters involve contravention of the following statutory provisions: Health and Safety at Work etc. Act 1974 section 4, because:

The building has undergone a change of use, which necessitates a reassessment of its load-bearing capacity.

- Historical Data: The letter from Harry Seymour & Associates assumes design loadings for the floor based on historical data. However, there is no evidence to indicate that the floors were constructed to meet the standards expected in 1927.
- Current Standards: The mere existence of the building does not serve as conclusive evidence that it meets current structural standards and safety requirements.
- Crowd Load Consideration: The existing assessment letter does not sufficiently demonstrate the building's ability to safely support the anticipated crowd loads, especially in the context of events and gatherings.

and I hereby direct that the said activities shall not be carried on by you or under your control **immediately** unless the said contraventions and matters have been remedied.

I further direct that the measures specified in the schedule which forms part of this notice shall be taken to remedy the said contraventions or matters*

Signature

Date 6th September 2023

This is a relevant notice for the purposes of the Environment and Safety Information Act 1988 –yes

Signature



Date 6th September 2023

The information above will form the register entry*

A similar notice has been served on

Academy Music Group Ltd, of 211, Stockwell Road, London. SW9 9SL. and

Live Nation (Music) UK Ltd, of 30, St John Street, London.EC1M4AY. and

Mr Thomas Brinkworth,



related to the matters contained in this notice

NOTES

1. Failure to comply with this Prohibition Notice is an offence as provided by section 33(1)(g) of the Health and Safety at Work Act 1974 and section 33(2) and Schedule 3A of this Act renders the offender liable on summary conviction, to imprisonment for a term not exceeding 6 months, or to a fine, or both, or, on conviction on indictment, to imprisonment for a term not exceeding 2 years, or a fine, or both.
2. Except for an immediate Prohibition Notice, an Inspector has power to withdraw a notice or to extend the period specified in the notice, before the end of the period specified in it. If you wish this to be considered you should apply to the Inspector who issued the notice, but you must do so before the end of the period given in it. Such an application is not an appeal against this notice.
3. The issue of this notice does not relieve you of any legal liability for failing to comply with any statutory provision referred to in the notice or to perform any other statutory or common law duty resting on you.
4. You can appeal against this notice to an Employment Tribunal. Details of the method of making an appeal can be found on the GOV.UK website at <https://www.gov.uk/employment-tribunals/make-a-claim>. An appeal can be either submitted online at the above website address, or by downloading form ET1 and posting it to the Employment Tribunal Central Office (England and Wales), PO Box 10218, Leicester, LE1 8EG.

If you do not have access to the internet, contact the person who issued the Notice and ask to be supplied with a hard copy of form ET1 and guidance T432: Making a claim to an Employment Tribunal.

Time limit for appeal

A notice of appeal must be sent to the Employment Tribunal within 21 days from the date of service on the appellant of the notice, or notices, appealed against, or within such further period as the tribunal considers reasonable in a case where it is satisfied that it was not reasonably practicable for the notice of appeal to be presented within the period of 21 days.

The entering of an appeal does not have the effect of suspending this notice. Application can be made for the suspension of this notice to the Employment Tribunal, but the notice continues in force until a tribunal otherwise directs.

An application for suspension of the notice must be in writing and must set out:

- (a) the case number of the appeal, if known, or particulars sufficient to identify it; and
- (b) the grounds on which the application is made. (It may accompany the appeal.)

The rules for the hearing of an appeal are given in The Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013 (SI 2013 No 1237).

PUBLIC AVAILABILITY OF INFORMATION ON ALL ENFORCEMENT NOTICES

1. Under the requirements of the Environment and Safety Information Act 1988, Trafford BC maintains at its Offices public registers of information on notices which do not impose requirements or conditions solely for the protection of persons at work. These are called "relevant notices" under this Act and will be identified by the inspector serving the notice (see overleaf). Entries will be kept in the public register for a period of at least three years.
2. Information on a notice will not be made available until the right of appeal against the notice has expired. Where a notice is withdrawn or cancelled on appeal no entry will be made. Entries relating to notices served on individuals will be kept on the register for a period of 5 years from the date of issue. Notices served on individuals under the age of 18 will be removed sooner.
3. Information will be withheld where, in Trafford BC's belief, its disclosure would:
 - Cause harm or prejudice; or
 - Be in breach of the law.
4. Personal information is dealt with in accordance with the Data Protection Act 1998. Where disclosure of personal information would be incompatible with the Act it will not be included on the database.
5. If you are not satisfied with the information contained in the entry you have a further right to Appeal to Trafford Council in the first instance.



Prohibition Notice Schedule

Health and Safety at Work, etc. Act 1974, Sections 22, 23 24

Reference No: P/3467

Cease to use the first floor until there has been a comprehensive analysis of the floor loadings, to include a typical beam, column, and floor analysis and to consider dynamic crowd loading. This approach will ensure that there is a robust understanding of the building's structural integrity, compliance with modern standards, and its ability to safely accommodate the intended activities.

Or,

Any other equally effective measures to remedy said contraventions

NOV 19.

PIED

IMPROVEMENT NOTICE

**HEALTH AND SAFETY AT WORK ETC. ACT 1974
Sections 21, 23 and 24**



Reference I/3468

Name: **Academy Music Group Ltd**

Address: **211 Stockwell Road, London, SW9 9SL**

Trading as*: **0² Victoria Warehouse**

I, Alison Joy Acton, one of Trafford Council's Environmental Health Officers being an Inspector appointed by an instrument in writing made pursuant to section 19 of the said Act and entitled to issue this notice of Trafford Council, Regulatory Services, Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH
Telephone number: 0161-912 1377

hereby give you notice that I am of the opinion that:

at: **0² Victoria Warehouse, Trafford Wharf Road, Trafford Park, Manchester, M17 1AG**

you, as an employer

are contravening*/have contravened in circumstances that make it likely that the contravention will continue or be repeated* the following statutory provisions: **Health and Safety at Work etc. Act 1974 Section 2(1) and 3(1), Management of Health and Safety at Work Regulations 1999, Regulation 3,**

The reasons for my said opinion are: suitable and sufficient site specific and event specific risk assessments have not been carried out to ensure, so far as reasonably practicable, the health, safety and welfare of employees, sub-contractors, volunteers and spectators, that they are not exposed to risks arising from the operation of events.

and I hereby require you to remedy the said contraventions or, as the case may be, the matters occasioning them by: **5th October 2023**

and, I direct that the measures specified in the Schedule which forms part of this Notice shall be taken to remedy the said contraventions or matters

Signature

Date 6th September 2023

This is a relevant notice for the purposes of the Environment and Safety Information Act 1988 – Yes
This page only will form the register entry*

Signature

Date 6th September 2023

Notes

1. Failure to comply with this Improvement Notice is an offence as provided by section 33(1)(g) of the Health and Safety at Work etc Act 1974 and section 33(2) and Schedule 3A of this Act renders the offender liable on summary conviction, to imprisonment for a term not exceeding 6 months, or to a fine, or both, or, on conviction on indictment, to imprisonment for a term not exceeding 2 years, or a fine, or both.
2. An Inspector has power to withdraw an Improvement notice or to extend the period specified in the notice, before the end of the period specified in it. If you wish this to be considered you should apply to the Inspector who issued the notice, but you must do so before the end of the period given in it. Such an application is not an appeal against this notice.
3. The issue of this notice does not relieve you of any legal liability for failing to comply with any statutory provision referred to in the notice or to perform any other statutory or common law duty resting on you.
4. You can appeal against this notice to an Employment Tribunal. Details of the method of making an appeal can be found on the GOV.UK website at <https://www.gov.uk/employment-tribunals/make-a-claim>. An appeal can be either submitted online at the above website address, or by downloading form ET1 and posting it to the Employment Tribunal Central Office (England and Wales), PO Box 10218, Leicester, LE1 8EG.

If you do not have access to the internet, contact the person who issued the Notice and ask to be supplied with a hard copy of form ET1 and guidance T420: Making a claim to an Employment Tribunal.

Time limit for appeal

A notice of appeal must be sent to the Employment Tribunal within 21 days from the date of service on the appellant of the notice, or notices, appealed against, or within such further period as the tribunal considers reasonable in a case where it is satisfied that it was not reasonably practicable for the notice of appeal to be presented within the period of 21 days.

The entering of an appeal suspends the improvement notice until the appeal has been determined or withdrawn., but does not automatically alter the date given in the notice by which the matters contained in it must be remedied.

The rules for the hearing of an appeal are given in The Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013 (SI 2013 No 1237),

PUBLIC AVAILABILITY OF INFORMATION ON ALL ENFORCEMENT NOTICES

1. Under the requirements of the Environment and Safety Information Act 1988, Trafford BC maintains at its Offices public registers of information on notices which do not impose requirements or conditions solely for the protection of persons at work. These are called "relevant notices" under this Act and will be identified by the inspector serving the notice (see overleaf). Entries will be kept in the public register for a period of at least three years.
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Improvement Notice Schedule

Health and Safety at Work, etc. Act 1974, Sections 21, 23 24

Serial No. I/3468



You should carry out site and event specific risk assessments which identifies the significant risks and control measures required to ensure that persons attending the event are not exposed to risks to their health, safety & welfare.

This should include, but not limited to

- Venue Suitability / Design
- Resilience activities for events (contingency & emergency planning)
- Medical plan / assessment
- Communications
- Transport management
- Working at height
- Temporary demountable structures
- Fire safety
- Electrical safety
- Barriers and Fencing
- Crowd management/demographic
- Special Effects
- Amusements
- Waste management
- Noise
- Toilet facilities
- Information & Welfare
- Food, drink & water provision
- Pyrotechnics- special effects
- Dealing with Crime and Disorder
- Working with Regulatory Bodies
- Worker Welfare
- Accessibility
- Counter Terrorism
- Licensing of Events

OR

Any other equally effective measures to remedy said contraventions.

