

64. Except with the consent of the City Council, explosives, toxic, hazardous or highly flammable (including liquid petroleum gas) shall not be brought onto or used on the premises. Storage of all combustible materials shall be in a locked fire resistant enclosure etc.
65. All wall and ceiling finishes and linings in all public areas and escape routes should meet the requirements for Class "O" as defined in the Building Regulations 1991 Approved Document B.
66. Any TV or communication cables, cameras and other equipment shall be sited so as not to impede escape routes or exits. Full details of all temporary cabling, cameras etc. should be submitted to the City Architect a minimum of 14 days prior to an event. Cables should not penetrate any fire-resisting construction without prior approval and appropriate fire precaution measures being maintained.
67. Any synthetic floor surfaces laid on the Arena floor center should comply with the requirements of BS470 (hot metal nut method) with no effects of ignition beyond a radius of 35mm.
68. All associated fixtures such as electronic scoreboards, TV screens, lighting equipment etc. should be installed and maintained to current British Standards and Specifications.
69. All fire doors and associated hangers and carrying devices provided and installed to maintain the integrity of fire compartmentation within the building should be properly and regularly maintained, to ensure their continued operation efficiency.
70. Full details of any temporary structure, equipment or seating used in or about the building should be submitted to the local authority a minimum of 14 days prior to being erected or installed. Concessionaires' units, kiosks etc. should not be located on the concourse without prior approval of the Chief Executive.
71. The stewards responsible at any time on evacuation of the Arena, or a part thereof, on his being ordered to do so by the Fire Safety Officer, a Police Officer, a Fire Service Officer or the Senior Steward, shall open all final exit doors.
72. Doors fitted with self closing devices, as specified on the Building Regulations application plans, shall be maintained well fitting and self closing at all times and shall not be kept in an open position unless the Local Authority approves otherwise.
73. All stairs and steps comprising parts of a means of ingress and egress shall be maintained with non-slip and even surfaces and stair coverings shall be secured and maintained so that they will not be a source of danger to persons using them.
74. All gangways, aisles, stairs and passageways must be kept clear of spectators during an event and clearly delineated from the remainder of the seats. Stepped gangways in seated areas should have conspicuous nosing.
75. The Local Authority may direct in writing that on any particular occasion of a specified activity the requirements of this section shall not apply to such doors or gates as they may determine.
76. For the avoidance of doubt, standing spectators are not allowed, without the prior written approval of the Chief Executive.
77. Under no circumstances should any door, means of escape route, be impeded by any obstruction.
78. All doors between the Arena bowl and concourse should be kept unlocked when the building is in use, unless prior written approval of the Chief Executive has been given.

#### Concourse Areas

79. No LPG cylinders or other similar high-risk substances shall be allowed in any concessionaires' units, kiosks, suites, or on the premises.
80. Any special risks arising as a result of cooking activities within refreshment kiosks will require protection by an appropriate localised extinguishing system.
81. The concourse should be provided with an adequate number of litterbins.
82. All litterbins should be of non-combustible construction with close-fitting lids, with fusible fire dampers, details of which should be forwarded to the Local Authority for approval.
83. The concourse areas should be kept clear of litter at all times, regular litter collections should take place during an event, and all litterbins emptied as frequently as necessary.
84. No concessionaires' unit, kiosk or other merchandising area is allowed on the concourse, except in the approved areas designed for that purposes without the written authority of the Chief Executive.
85. The whole of the concourse shall be available for the use by the spectators for an event.

#### Stewarding

86. The minimum number of stewards as agreed by the Local Authority shall be provided to perform the functions and duties specified herein. They shall be fit, active and the Licence holder shall ensure that they are capable of carrying out their duties and are properly trained to do so.
87. They shall be provided with and wear conspicuous numbered coats marked with their titles and be provided with any keys, communications or other equipment required to enable them to perform their duties.
88. When any part of the Arena is not to be used, the numbers of stewards may be reduced to the extent

- approved in writing by the Local Authority and subject to any temporary conditions they may impose.
89. Stewards manning exits or egress routes must remain by them at all times that spectators are in the arena, unless relieved by another steward. Stewards manning other positions may not leave them without the prior permission of the appropriate senior steward, except in accordance with the established emergency procedure.
  90. Stewards must not dismiss themselves at the end of an event but should report to the Chief Steward at an agreed contact point when the duties to which they have been assigned are completed. This is particularly important during emergency situations.
  91. Staff training, particularly for stewards, in carrying out both their normal duties and ensuring that they are aware of their role in an emergency situation, should be given high priority. All staff should be capable of undertaking the duties allocated to them. They should receive continual and on-going training and be informed in writing what their duties are, how to effect them and from whom to seek advice if in doubt. These written instructions should be available for inspection by authorised officers of the Local Authority.
  92. Fire routines and evacuation procedures should be exercised at least once every calendar month and the holding of such event shall be recorded in a log book kept solely for that purpose and signed by the Licensee. The log book must be kept available at all times for inspection by a duly authorised officer of the Council
  93. The Licensee shall ensure that an adequate number of staff trained in First Aid is present at every event.
  94. The duties of each steward shall include inter alia: -
    - a) To be in position a minimum of 30 minutes prior to spectators being admitted.
    - b) To inspect their allotted area prior to spectators being admitted and after spectators have left and report any damage to the Senior Steward.
    - c) To be present at his/her allotted position throughout the time spectators are in the arena.
    - d) To direct, assist and control the public when entering, within and leaving the arena.
    - e) To ensure the maintenance of good order in their allotted area throughout the period spectators are in the arena.
    - f) To prevent spectators from climbing balustrades, walls or other structures and standing in gangways or on seats. Where unable to prevent this to report the matter immediately to the Senior Steward.
    - g) To report to a Senior Steward any damage or threat which might pose a danger to the public, i.e. damaged balustrade or wall.
    - h) To know the location of first aid rooms and any first aid equipment kept elsewhere in the arena.
    - i) To assist with the safe diversion of spectators from one part of the arena to another when instructed to do so.
    - j) To assist with the evacuation of the arena in accordance with the agreed procedure.
  95. No steward shall carry out his duties unsupervised. Senior Stewards shall be appointed whose duties shall be inter alia: -
    - a) To maintain supervision over a group of stewards under their control.
    - b) To ensure that the stewards are properly deployed on the correct area/post and all exit doors and routes are manned and unlocked.
    - c) To ensure that each steward remains at his post and arrange cover for any temporary absence.
    - d) To maintain constant contact with the Chief Steward and carry out any order or instruction given to them.
    - e) To assist in any matters related to crowd control or crowd safety.
    - f) To assist with any emergency evacuation of the arena or part as may be required.
    - g) To make reports and keep accurate records of all incidents or occurrences that happens during an event.
    - h) To ensure that all stewards are properly briefed on the emergency evacuation procedure and their other duties.
  96. All stewards and persons employed at the Arena shall receive practical instruction and training appropriate to their general responsibilities in the event of an emergency. All crowd stewards shall be given basic training in first aid. Exercises for stewards and persons employed at the arena shall be carried out **at least twice per calendar year** to ensure the smooth operation of the procedure for dealing with an emergency.