

NEW CENTURY

TIPI DESIGN & ACCESS STATEMENT

October 2024

LOCATION

Sadlers Yard (Public Realm) NOMA, Manchester City Centre

THE OBJECTIVE

Increase the awareness of Sadler's Yard to the wider Manchester community to offer enjoyable, entertaining, feel-good, safe & positive experiences for all, providing a welcoming space for the local community, as well as our neighbours, businesses & visitors to the city. We aim to build a community using our in-house ecosystem to enable us to create a shared space to share knowledge & experiences, together.

The cultural event tipis are intended to be a flexible temporary space which will accommodate a range of ticketed events, including yoga classes, seminars, workshops, panel talks, corporate events, free community events for families & children, industry leading music events in collaboration with MTV, amateur performances from the dBs students, as well as a series of live festive performances & DJ-led events.

THE PLACE

The NOMA neighbourhood has been designed with people in mind & seeks to be a force for good, promoting social inclusion & community firmly at its heart. Sadler's Yard is a beautiful public realm space right at the heart of the NOMA neighbourhood. This space has played host to many events & activities in the past & continues to offer a small selection of community focused workshops & activities.

OPENING HOURS

Monday - Sunday, 9am until 11pm.

SITE DESIGN

The layout of the temporary structure has been designed to accommodate pedestrian movement around the site, whilst respecting the surrounding buildings & businesses. Entry to the tipi and pagodas will be managed and controlled from directly opposite the main entrance to New Century. Any queue would be directed parallel to the New Century Kitchen frontage, using barriers where necessary. Our admission policy will be similar to that for New Century Kitchen, in that we will not allow under-18s after 9pm, ID checks will be enforced, no intoxicated customers will be admitted etc. We will operate a Challenge-25 scheme throughout the premises.

MANAGEMENT, SECURITY & STEWARDING

At all times while open, the operation will have a designated manager or team leader to run the shift. They will be authorised by the Designated Premises Supervisor to provide the sale of alcohol, and as such will have received the requisite training needed for this. They will lead a team of up to 8 staff, and a rota will be confirmed in advance based on the event schedule and anticipated footfall. These staff will cover bar, table service and bar backing roles.

FGH SECURITY

While it will be managed & maintained as a stand-alone operation, we will use accredited security personnel from the same provider who manages all our events - FGH Security. This will allow a consistent use of policies and procedures across our entire site, and when there are events on in New Century Hall, (of which there are most days for the proposed lifespan of the tipi), there will be a further 10-20 guards onsite at any one time, all in direct radio contact. We will operate with a minimum of 2 x SIA badged security personnel at all times. All security personnel and management will wear radios, which will also be looped onto the same network as the wider New Century team, for ease of communication between departments.

CROWD CONTROL

FGH our security team is fully trained & experienced in dealing with crowd control. This will be managed by them, with our onsite management team assisting.

VEHICLE CONTROL

Apart from the build and break days, no vehicle access will be required to the wider Sadler's Yard locale for the tipi structure itself. While we will operate any deliveries and collections from the neighbouring New Century site, using the loading bay to the rear and building into our existing servicing schedule, we may need one agreed time per week for the toilet block to be serviced.

WASTE MANAGEMENT RECYCLING

Waste & recycling will be managed within New Century's existing waste contracts. As November and December are typically busy periods within the wider business, we will be adding extra bins and collections to our usual service. As such we will be using bins to the rear of the existing New Century property, in the existing binyard.

LOCAL BUSINESSES

We will comply with all conditions included in our premises licence, but will also use an agreed dispersal policy to minimise any undue nuisance to local businesses, stakeholders or residents. While we don't anticipate complaints, we will also direct any queries or issues to our 'hello@newcentury.com' email address which is manned during normal office hours. Any such complaints will be escalated directly to senior management to ensure they are dealt with swiftly and appropriately. All local businesses in the vicinity of Sadlers Yard have been informed of the proposed temporary structure & are fully supportive of this project.

TOILET PROVISION

As there are no toilets provided with the tipi structures, we intend to hire a separate serviced toilet box, which we will position close to the entrance, on the corner of Redfern St and Mayes St, outside the Redfern building. This unit is 5.5m x 2.4m. These will be used by tipi customers only. This will be managed by the security staff. The toilets will be locked at all times when the site is not in use and will be cleaned as part of our existing service agreement in New Century.

SALE OF ALCOHOL

We will operate a maximum of two bars within the tipi and pagodas. These bars will offer a reduced menu compared to New Century's other bars, but will include a mix of hot and cold, alcoholic and non-alcoholic drinks. We will operate Challenge 25 across all bars as standard, and will be using reusable plastic glassware, which can be washed in New Century using our existing glass wash. No open containers will be allowed to leave the premises.

COOKED FOOD (ONSITE)

We will offer at least one external street food trader operation on site, using chalets which are also available from All About Me, our Tipi supplier. These units are 'pop-up' kitchens, and as such come fitted with power, lights, extraction etc. These will be housed within the pagodas to the front of the site, allowing smooth extraction straight into the open air. Food service will typically be to order, but we may also use pre-orders to allow for larger groups. All food will be served by waiting on staff directly to tables.

HEALTH & SAFETY

We will carry out risk assessments for all events held within the tipi and pagodas. We will also use our existing H&S management software: Mercury Navitas (provided by our H&S/Compliance team Mercury Support), for any accident reporting, RIDDOR incidents etc. Upon sign off, we will commission a thorough Fire Risk Assessment from an accredited body, and will then uphold the same strict standards we use in the wider business.

We have also insured the space for all of our proposed events and activities, on a separate PLI to the wider New Century business, specifically pertaining to the Sadlers Yard licence application.

Alternative muster points have been allocated to every business in the immediate vicinity of Sadlers Yard for the period the temporary structure will be in situ.

FIRST AID & ACCIDENT REPORTING

There will be qualified first aiders in our management team, and a robust accident reporting policy in place at all times. This will be handled in the same way as the New Century site, using Mercury Navitas as our reporting portal. While we won't need onsite medics for this operation, there are also numerous first aiders in our neighbouring New Century business across the staff, management, security and onsite medics. As this site will be open at all times that the tipi is, there will always be a large pool of expertise to draw from in the event of an emergency. All of the above will be contactable via radio.

FIRE SAFETY

We will operate with a robust Fire Risk Assessment, to be completed upon sign off of the project and confirmation of all plans. During all opening hours the site will be manned by a nominated fire warden on the staff team and all staff and contractors will complete fire safety training and all relevant evacuation procedures will be trained and re-trained. The tipi will be constructed using flame retardant materials, The kitchen chalet is pre-built and fitted out with extraction as standard, but a robust risk assessment will be put in place once the external trader provides their kitchen plan. Inside the tipi we will use heaters which will all be sited externally to the structure and blow heat in through ducting,

EMERGENCY EVACUATION

The tipi will have two points of entry/exit, the main entrance to the front and an emergency exit at the rear. We will operate with a clearly defined emergency exit strategy which will be communicated to all staff and security teams working on site. We propose our muster point to be within the tunnel to the left of New Century's main entrance, towards the ring road, so as to not interfere with any existing muster points on Sadlers Yard for other businesses. To this end, we have also considered all evacuation routes and ensured that the full perimeter of the yard is still fully accessible for the public (including people with accessibility needs such as wheelchair users), with no 'dead ends'.

MAJOR INCIDENTS - EMERGENCY PROCEDURES

The tipi operation will sit within our wider Emergency Plans for New Century, as an incident in any of our three sites would impact on the Yard and vice versa. We will use a separate muster point and route of egress for the staff and patrons of the tipi, to avoid any issues with crowd evacuation / merging. Our security and management teams all work at New Century and will all communicate and feed into the entire operation via the use of networked radios, so the tipi will be an extension of our existing robust emergency strategies.

COMMUNICATIONS

We will operate with a minimum of 2 x SIA badged security personnel at all times. All security personnel and management will wear radios, which will also be looped onto the same network as the wider New Century team, for ease of communication between departments.