



ST JOHNS ESTATE HANDBOOK

Phase 2

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St Johns Estate Handbook

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1. Introduction - Overview of St Johns Estate

St Johns Estate

St. John's is the creation of a brand new neighbourhood for the city, it's a place based around the three key pillars of enterprise, culture and living. It will become a vibrant, sustainable, walkable neighbourhood where there are no boundaries between enterprise, culture and living – it will be one community in one neighbourhood.

Enterprise City is a cluster of media, tech and modern businesses in a series of new and heritage buildings, including Booking.com, Department, Versa Manchester Studios – the new home of TV & film in Manchester, WPP, Mediacom, Code Computerlove, Auden, Tech Nation and the tech Exchange program.

Enterprise City will offer a wide and varied range of facilities and services, designed to make a complete commercial neighbourhood.

A NEW DESTINATION FOR THE CITY

Creating a new city centre community with its own distinct character and sense of place, St. John's will be a unique way to live, work and enjoy the Manchester experience. A place that stimulates the senses. A sanctuary, an oasis, a home in the city – a place that enlivens you.

St. John's will allow natural innovators to live, work and play together to form an inspired and productive community. St. John's will be a place to belong to, an opportunity for inspiration. An ever-evolving adventure. It will be a place to grow, learn, develop and transform.

Culture

The Factory is due to open in 2023 and will be Europe's largest and newest arts and performance venue, it will be the new home of the world-renowned Manchester International Festival.

The Factory will also be a commercial entertainment venue and link into Manchester's Museum of Science & Industry, the city's most popular cultural visitor attraction which is at the heart of St John's.

Living

Vita Living is a new co-living complex of more than 620 units of accommodation for city centre dwellers. It's being developed at the heart of St. John's and is aimed specifically at the people that will work in, or close to, this new neighbourhood.

St. John's is to be connected by a footbridge over the river Irwell to The Slate Yard and The Graphite Building – the new purpose-built rental buildings – and Middlewood Locks – the new waterside district opposite St. John's.

THE VISION BUILDS ON MANCHESTER'S HISTORY OF IDEAS, INVENTION AND INDUSTRY: A NEW CITY CENTRE NEIGHBOURHOOD FOR WORK, ART, MUSIC, FILM, CULTURE, MEDIA, TECHNOLOGY AND FOR LIVING

2. Area Map

1. BONDED WAREHOUSE
2. MANCHESTER GOODS YARD
3. OLD GRANADA STUDIOS
4. TRANSMISSION
5. CUBE SPACE
6. THE ABC BUILDINGS
7. CAMPFIELD YARD
8. VERSA MANCHESTER STUDIOS
9. THE FACTORY
10. UNION by VITA LIVING
11. DEUCE & HOOPS
12. THE GLOBE BUILDING
13. SHIPYARD
14. GRAPE STREET DECK





ST. JOHN'S

TECH INDUSTRY

INNOVATION | CREATION | GROWTH

MEDIA INDUSTRY

FILM | TV | GAMING | PRINT | PUBLISHING

CREATIVE

DESIGN | ADVERTISING | COMMS | ARTS

LEISURE & LIVING

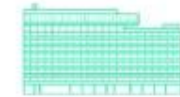
CULTURE | HOSPITALITY | CO-LIVING



The Bonded Warehouse



Manchester Goods Yard



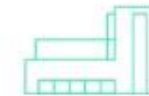
Old Granada Studios



Transmission



Cube Space



The ABC Buildings



Campfield Yard



Versa Manchester Studios



The Factory



Union by Vita Living



Deuce & Hoops



The Globe Building



Shipyards



Grape Street Deck



River Green



3. St John's Management Company – ALL + Management

All+ Management are the Managing Agents appointed to manage the open estate areas. All+ are charged with delivering management services at best value to St John's Estate whilst the ongoing development continues ensuring consistent communication for both occupiers and visitors to the estate throughout the Development.

The estate team holds regular consultation meetings with occupiers and stakeholders to ensure that the estate remains a prestigious focal point for Manchester in years to come. Effective communication is essential for efficient management and in addition to formal communication via regular meetings, members of the estate team welcome contact from estate occupiers at any time on any estate matters via email

Main Contacts

Who	Phone Number	Notes
St Johns - Studios Security 24-hour Security Control Room	07917 095972	24 hours a day, 7 days a week
Helpdesk	0844 826 7217 Helpdesk@allplusmanagement.com	Helpdesk provide assistance on the estate for repairs, maintenance, cleaning, parking and estate advice 24 hours a day, 7 days a week
St Johns Marketing and Events Team	TBC	The St Johns dedicated marketing and events team are on hand to assist you Monday to Friday 09:30-17:30
St Johns Estate Management Team: Sky Khalid – Estate Coordinator	sky.khalid@allplusmanagement.com 07900 287 153	The St Johns estate management team are available Monday to Friday 0900 – 1730.



4. St John's Estate Services

Our goal is to maintain and create an estate to provide occupiers, stakeholders and visitors, infrastructure and services of the highest standards. We aim to provide an environment which is well maintained, clean and secure and free from crime and antisocial behaviour.

St John's is accessible to all with the safety and health of all those that access, paramount. Delivery of estate services covering the site to service the area of the public realm is a 24-hour operation in a wholly unique environment.



Security

A preferred supplier will be dedicated to deliver estate security and protection solutions to suit a range of client and customer needs, delivering a 24 hour, round-the-clock dedicated service.

A full CCTV monitoring and response service, covering individual premises to full estate CCTV security systems is in place on St Johns Estate. A team of trained, uniformed on-site staff will patrol to always protect both the premises and customers with additional support from a 24-hour fully staffed control centre and mobile supervisor team. The team will implement incident management procedures, emergency procedures and reporting systems to ensure full compliance.

The security of an event on the estate and all equipment associated with it is the responsibility of the project manager/event organiser. St Johns Estate management can source additional security for Licensable events, minimum booking of 5 hours. We will require a minimum of 72 hours' notice for this requirement.

Security - is currently being procured/subject to review. Remote solution being devised.

Cleaning

A preferred supplier will provide cleaning of the public realm areas on St John's Estate. Cleaning operations are carefully planned and managed. All staff undertake a range of training to deliver cleaning services to the highest possible standards. All cleaning staff are fully trained, uniformed and DBS checked, and by using the most up-to-date techniques and equipment to provide an efficient and environmentally friendly service. Our management team undertake regular inspections of premises to ensure high standards of service are maintained.

Occupiers are asked to make direct contact with our 24-hour Helpdesk should they become aware of spillages or presentational issues that require immediate attention. The cleaning of an event - please inform us of the amount of waste from any event and adequate bins and cleansing can be arranged at the cost of the organisers. Cleaning operatives can be provided at a cost and can be booked with pta' notice. Cleaning services will be provided for public events including before, during and after events.

Maintenance

A preferred supplier will deliver the M&E & PPM maintenance requirements for the estate in line with the ongoing development. ENW have access 24/7 to substations on the estate, in case of emergency, and for maintenance of the substations.

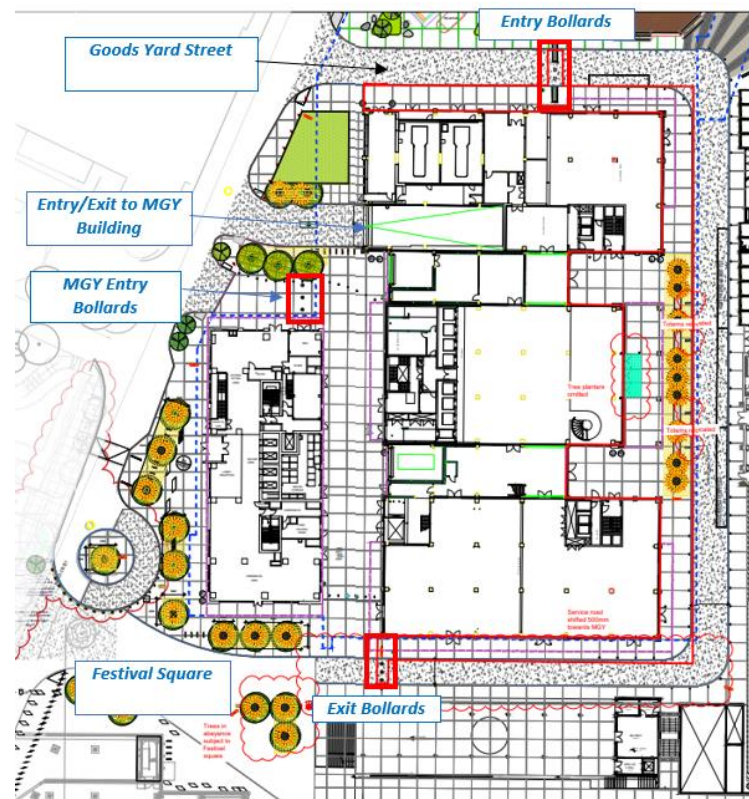
Occupiers are asked to make direct contact with our 24-hour Helpdesk should they become aware if any maintenance issues that require immediate attention.

- Estate Lighting (OM TBC)

- Bollards/Service Road

St Johns estate is the new tech, media and creative cluster in the heart of Manchester and the UK and has a high volume of vehicles in attendance throughout every day. Therefore correct implementation of parking enforcement throughout St Johns estate is essential for the smooth running of daily operations.

Various areas of St Johns estate see a heavy flow of vehicular traffic and require careful management as part of the process. The Goods Yard service road receives deliveries for tenants and retail units of Manchester Goods Yard, Mollies, The Cube, and Versa Studios, this includes an emergency services access route, which is accessible via intercom and is accessible via the entry bollards and intercom at the North St service road based off Water St.





Pest Control

A pest control regime, consisting of multiple visits, is operated throughout the public realm areas of St John's. This includes regular inspections for signs of rodents and other pest infestations that may be in place. Each of the St John's occupiers are strongly advised to make arrangements for pest control within their premises, in particular those where food is present. Exceptional levels of housekeeping should always be maintained to minimise the risk of pest infestations. If any occupier of St John's experiences issues with pests, airborne or otherwise, around the estate we encourage this to be highlighted to the St John's 24-hour Helpdesk so that the matter can be dealt with as a priority. A preferred supplier will hold the contract for pest control on the estate.

Groundskeeping & Landscaping - Hard landscaping/Soft Landscaping.

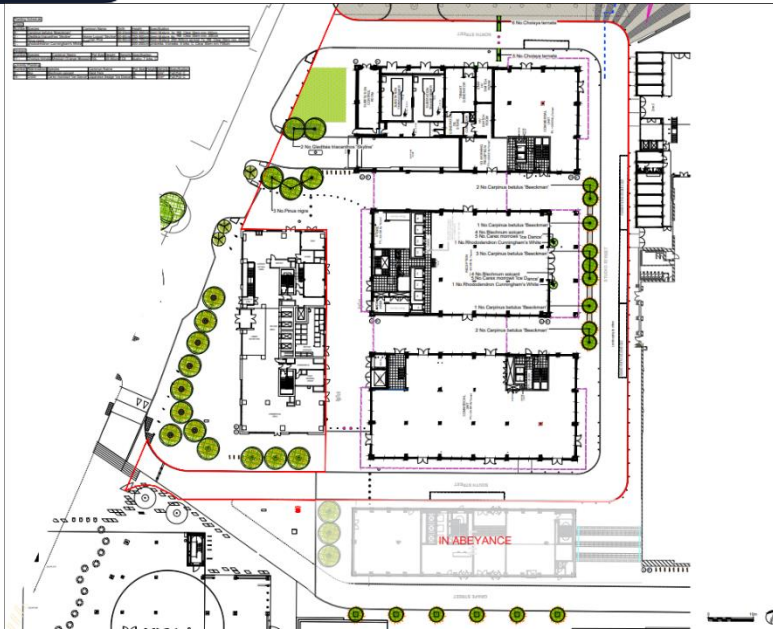
Groundskeeping is a seasonal job and a preferred contractor will be hired to take care of the grounds. A groundskeeping schedule will be in place. Please see Landscape Plot Plan below that shows all the hard & soft landscaping including lawns, trees, shrubs and flower beds in need of maintenance.

"Going green" is becoming increasingly important for owners and managers. To help protect the environment it makes sense to start using more environmentally friendly options wherever possible.

This includes things like:

- organic pest and weed control products, instead of chemical pesticides;
 - indigenous plants that need less weeding and watering;
 - non-toxic cleaning and garden supplies; and
 - promoting recycling by setting up bins and establishing pickup areas
-
- Hard landscaping (TBC)
 - Soft landscaping - Tree Maintenance TBC.

Weekly schedule TBC



Waste Management

The waste disposal units for the Estate will be installed as the Development of the Public Realm progresses. Currently all Occupiers have their own waste contracts.

All+ Management liaise with Occupiers directly to agree the temporary locations for bins to be situated prior to collections by the waste provider. All+ Management reserve the right to change locations in line with the needs of the further development.

Visitors/Contractors are responsible for the management and removal of their own waste – contractors will be invoiced for clean-up costs should they not adhere to this requirement. Visitors/Contractors are responsible for keeping their work areas and any storage areas tidy. This may be inspected by estate management at any time.

All walkways and property fire exits must be kept clear at all times.

Drainage management system (OM)

A drainage and wastewater management plan (DWMP TBC) for the estate is in place to set out how we intend to maintain a robust and resilient drainage and wastewater system on the estate.

Subject to review TBC

PPM of External Slot Drains and Gullies 1 visit per annum

PPM of Foul And Surface Manhole Inspections 1 visit per annum

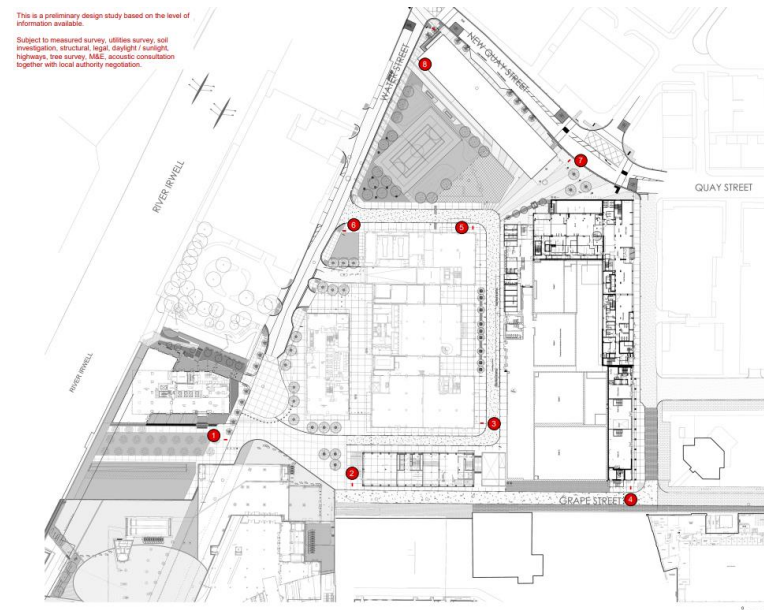
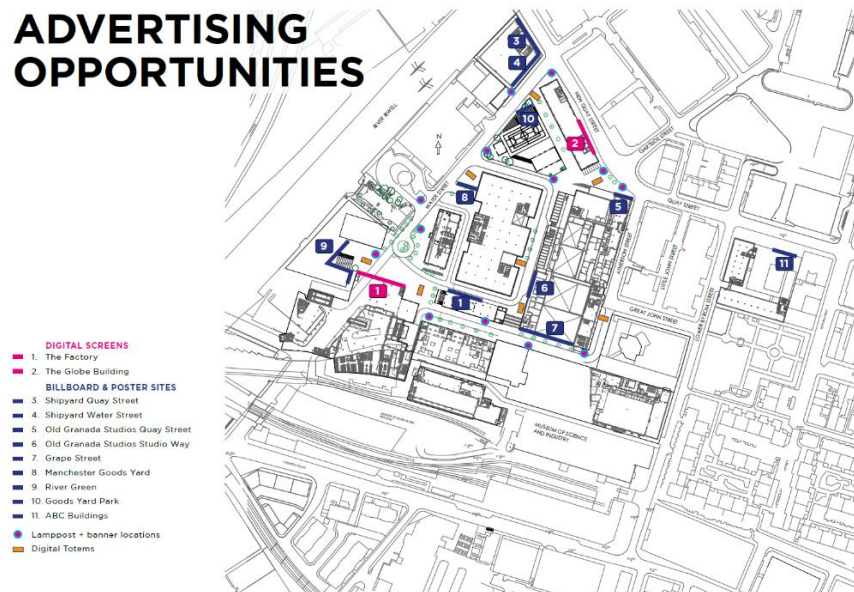
PPM of Petrol Interceptor 1 visit per annum assessed post 1st Clean

PPM of Maintenance clean of all Foul And Surface Water Underground Drainage

Signage Strategy

The signage strategy for the Estate will progress and evolve in-line with the ongoing development. Billboards, Posters, lamppost banner locations and digital totems are in the following locations.

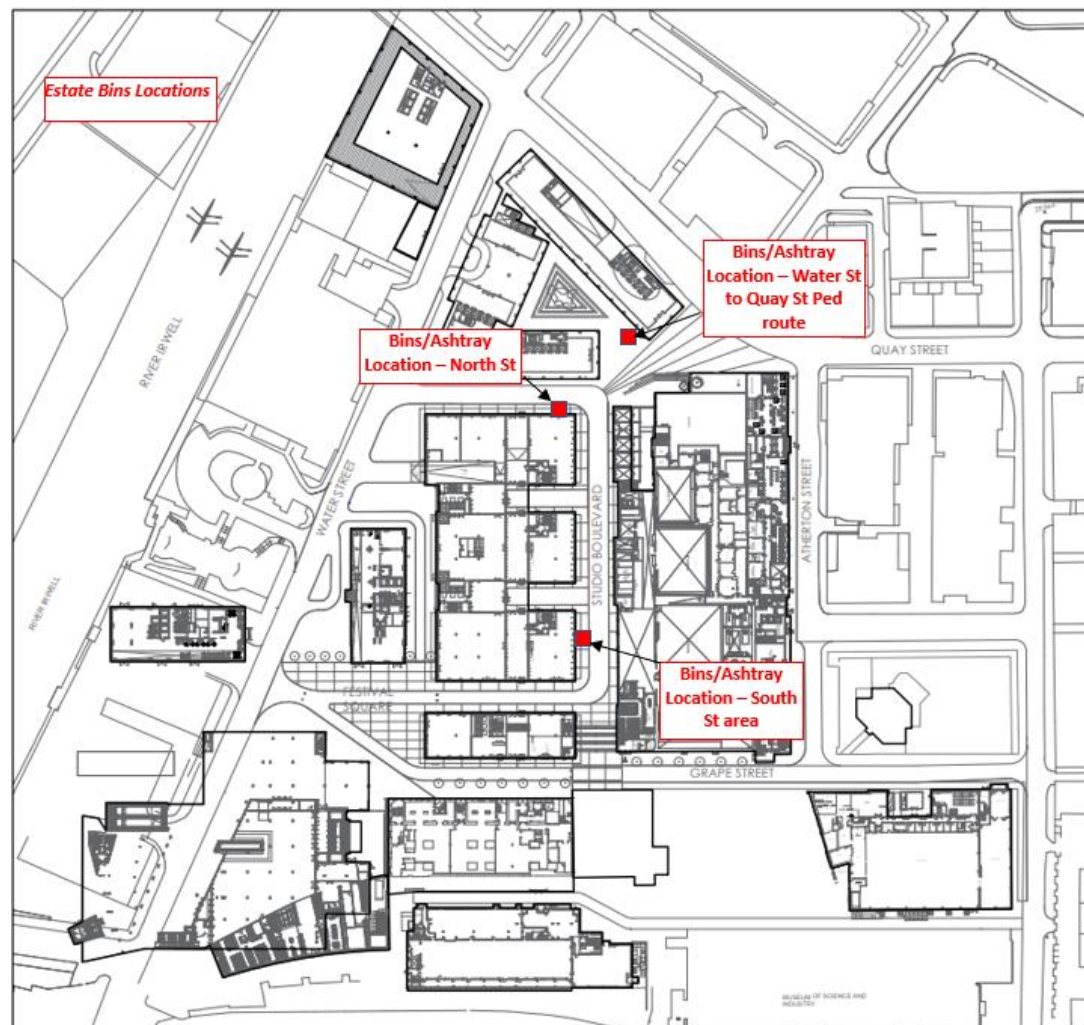
ADVERTISING OPPORTUNITIES



All signage and branding must be printed and not handwritten. Proposals are to be sent to the St Johns marketing team for approval a minimum of 5 working days before the activity.

Estate Smoking Policy

All+ Management discourage smoking adjacent to entrances of buildings on the estate. Enforcement in public spaces is not possible, but occupiers are encouraged to co-operate and support this policy in every way possible. This is achievable by encouraging staff, guests and the public to utilise these facilities when on St John's Estate. Please see Bins and Ashtray locations map.





Footway Gritting Policy

St John's Management Team will endeavour to grit the footways on the Estate as much as is reasonably practicable and subject to available resources. We have specialised gritters for footways which are based in strategic locations on the Estate area. Please see grit bin locations map below.

The Primary footway routes cover:

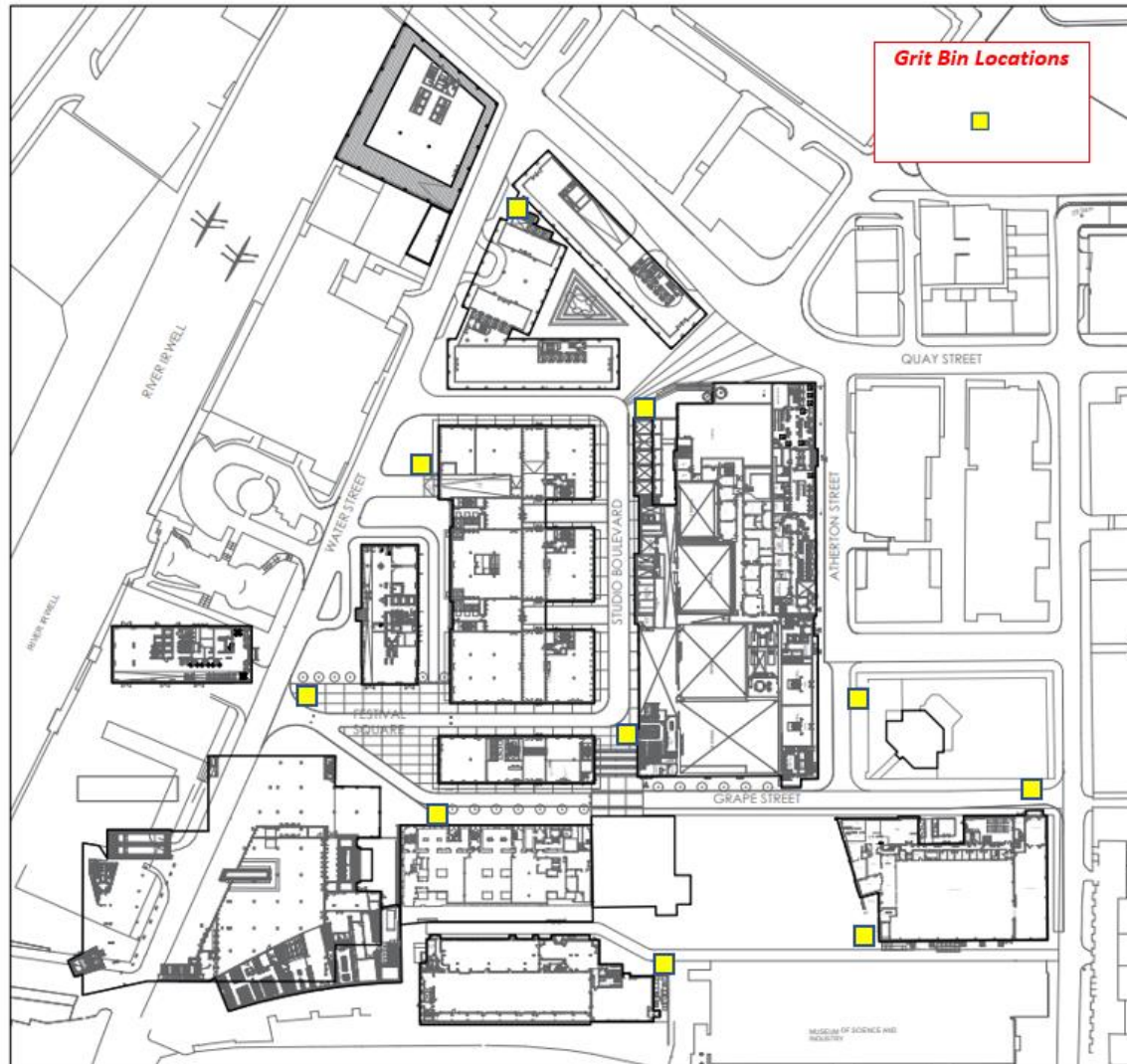
- Victoria St leading to the front entrances of Bonded Warehouse
- Victoria St leading to the front entrance of Crystal Maze and the external fire escape
- Grape St leading to the external entrances of the Bonded Warehouse, Breeze Studios & Studio 1 Entrances
- Atherton St entrance to site - leading to the front entrance of Transmission Building
- Studio Car Park leading to entrances
- M1 Studios block footpath leading to all entrances and loading areas
- MGY pedestrian routes leading to MGY reception & ramp entrances
- Quay St gateway to St Johns Estate
- The Globe pedestrian pathways leading to entrances
- Grape St Staircase leading to MGY Pedestrian routes and Grape St

Precautionary Gritting

In the event of freezing conditions, St John's Management Team will grit if zero degrees ground temperature is forecast at midnight and/or 0400hrs, the Primary Footway Routes will be treated in advance as a precaution. It is expected that all Primary Routes will be treated within 4 hours of operations starting.

The site Supervisor will check the weather report as per their nightly duties and will decide whether the Gritting procedure will be required. This will be backed up by the Estate Officers advising if the ground is becoming slippery underfoot.

Grit Bin Locations



5. Access to Site

St Johns is in the heart of Manchester city centre. Due to the size of the venue the site has several different access points. Please see Emergency Access Routes map in section 6 & Site Maps for reference.

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St John's Estate is located within 250m of Manchester's Internal Relief Route which was opened in May 2002 and is located between two of the arterial routes into the City centre providing excellent road access for all vehicles. Manchester's main thoroughfare, Deansgate allows easy access to the estate via Quay St or Liverpool Rd. Deliveries to the St John's Estate are to be booked in with the Estate Manager and Security Team.

Deliveries to buildings need to be arranged with the respective property management teams.



ABC BUILDING



MANCHESTER GOODS YARD



THE FACTORY



THE GLOBE



MOLLIES



TRANSMISSION



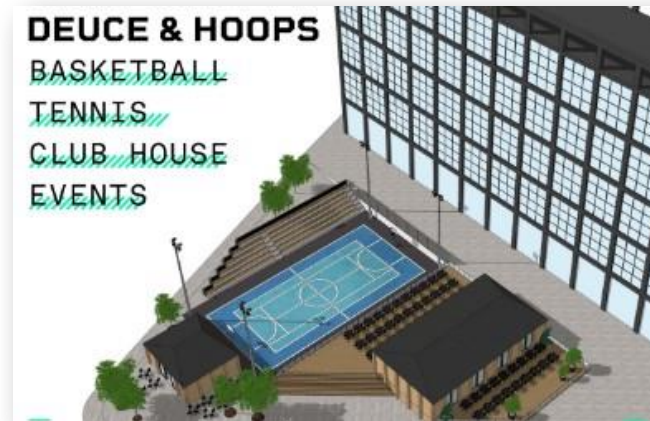
CUBE SPACE



CAMPFIELD YARD



UNION BY VITA



DEUCE & HOOPS



OLD GRANADA STUDIOS.....



SOHO HOUSE



VERSA STUDIOS

The following details are to be included when making any booking requests:

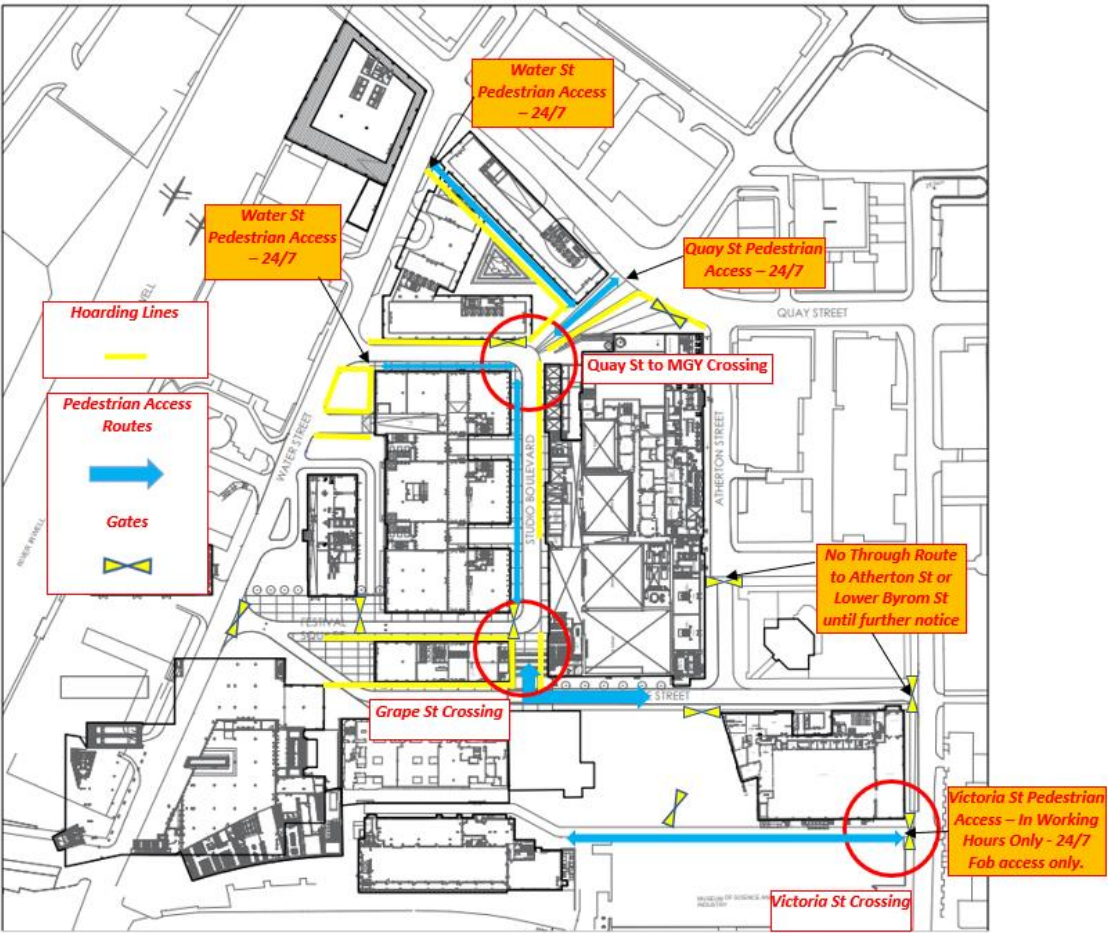
- The intended time of arrival for the vehicle.
- The vehicles registration number.
- The intended destination for the vehicle and the purpose of the visit.
- The duration of the visit.
- The first and second name of the driver of the vehicle.
- A contact telephone number for the driver of the vehicle

St John's is a heavily pedestrianised estate with public safety at the helm of all that takes place on the estate. The estate roads are authorised access routes only.

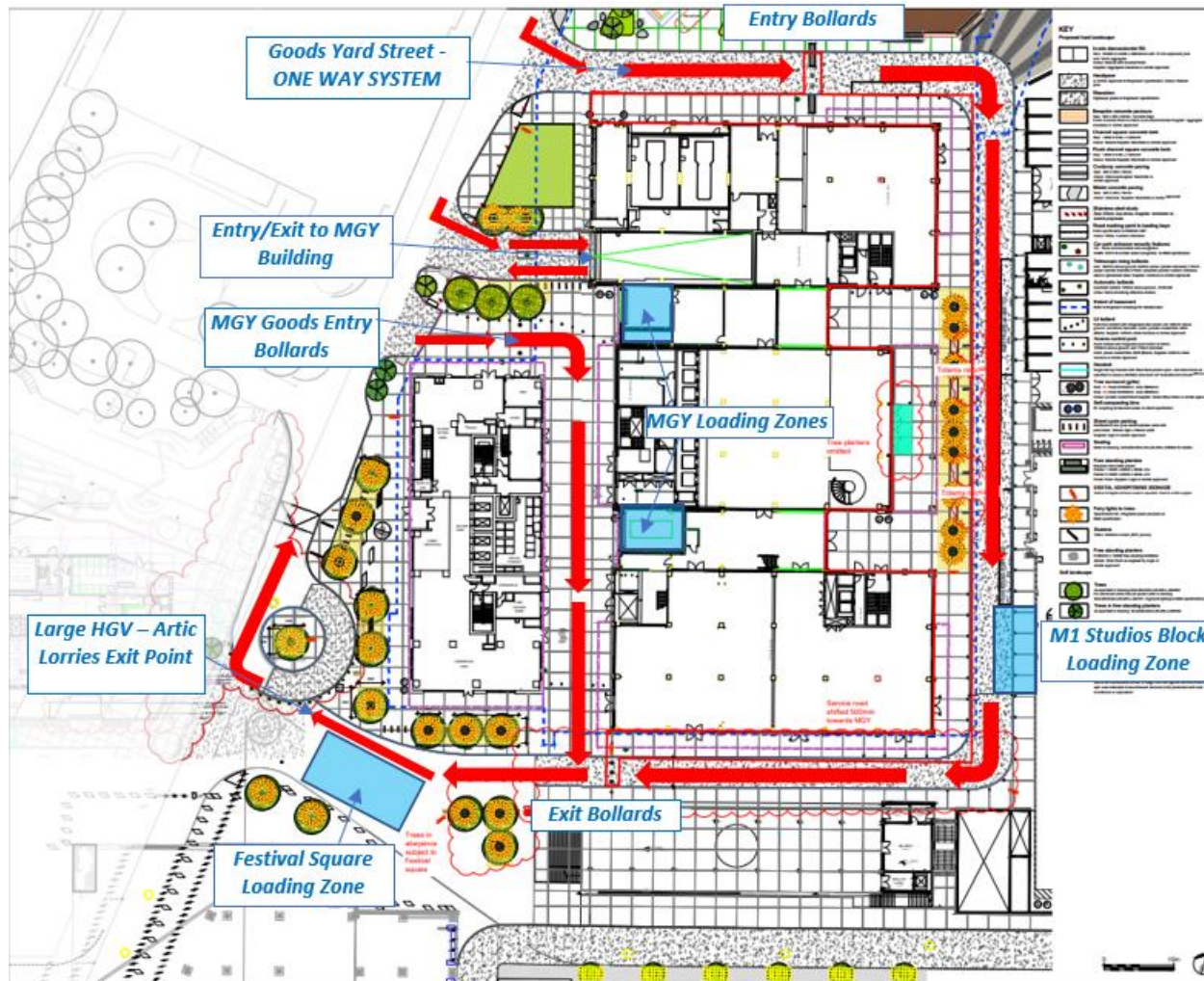
Each vehicle accessing the St John's Estate will be allocated a maximum permitted staying time of 20 minutes. A preferred supplier will be in operation on the St John's Estate for parking enforcement. No parking is permitted at the St John's Estate unless authorised by Estate Management. Additional time can be requested, via the 24-hour Helpdesk, when the requested additional time will be considered.

Each request for additional parking time is thoroughly considered and approved or rejected on its own merits.

Pedestrian Access Routes



Vehicle Access Route



Water Street/Quay St/Goods Yard St access requirements:

- St Johns Development – Pedestrian Access/Deliveries/Estate Maintenance requirements
- Manchester Goods Yard/The Globe Building – Staff / Small deliveries / post / all deliveries / Building Maintenance requirements
- Union by Vita Living - Small deliveries / post / all deliveries / Building Maintenance requirements
- The Factory – Pedestrian access/ Customers / all deliveries / Building Maintenance requirements / Event teams
- Cube Space - Small deliveries / post / all deliveries / Building Maintenance requirements
- Versa Studios – M1 Building/Studio Way – Studio Access / Production load in and derig / all deliveries / Building Maintenance requirements.

Atherton St/Grape Street/Victoria St access requirements:

- Versa Studios Estate/Studio 1 – Pedestrian Access/Deliveries/Estate Maintenance requirements
- Old Granada Studios – Mollies Motel & Diner – Staff / Customers / Small deliveries / post / all deliveries / Building Maintenance requirements
- Transmission Building - Staff / Small deliveries / post / all deliveries / Building Maintenance requirements
- The Factory – Loading in / Deliveries / Building Maintenance requirements / Event teams
- Bonded Warehouse – Staff / Small deliveries / post / all deliveries / Building Maintenance requirements

New Quay St access requirements

- Globe & Simpson Building - Staff / Small deliveries / post / all deliveries / Building Maintenance requirements

Emergency access is also available for the John's estate and is obtainable via Water Street, Quay Street & Goods Yard Street, Atherton Street, Grape St and Victoria St and the onsite security team is available 24 hours a day.

Medical Emergencies

- Emergencies should be reported to the 24-hour St Johns security control room on 07917 095972, advising the location and nature of incident and number of individuals involved.

Please see Appendix 2 for road and vehicle dimensions

Contractors

Contractors are only allowed access if authorized by All + Management and the St Johns estate management team.

All contractors must sign in and out using the appropriate Contractors Register and must be on the access lists supplied to the security team prior to access.

Permits

Any works that take place on the public realm areas of St John's must have been approved by a member of the St John's estate management team.



A thorough permit to work system is utilised on St John's for all works that are undertaken on the public realm area. These are generated and saved electronically, any works will require a comprehensive set of Risk Assessments and Method Statements to be completed. Additionally, those that are conducting the works are to have both Public and Employers liability insurances in place.

Any applications for a permit to work must be submitted at least 5 working days in advance of the works and must include the following information:

Documentation Required:

We require the contractor/event organizers to provide us with the following via a PTA if applicable;

- Details of the proposed work.
- Itinerary, including setup and de-rig (to include a list of equipment to be used)
- A site layout plan or visual of the installation
- Contacts of key personnel coming onsite
- Site specific risk assessment
- Method statement - A detailed risk assessment, Covid Risk Assessment, and method statement.
- Employers liability insurance, to the value of £10 million
- Public liability insurance, to the value of £10 million
- Power requirements and PAT test certificates
- Alcohol Management Plan
- Street Trading certificate
- TEN documentations
- Weights of vehicles, temporary structures and installations
- Vehicle details (and registrations where possible)
- Details of waste predicted to be generated and a disposal plan. SMC will not be liable for waste disposal.
- Cleaning provision for activity
- Details of audio PA system if being used
- Emergency policy and contingency plans for adverse weather
- Food hygiene certificate
- Street traders licence / Market licence
- DPS Licence
- Any relevant certificates or proof of competency documentation i.e. Machinery Licences e.g. IPAF licence if working from a Mobile Elevated Work Platform (MEWP).
- PAT Testing Evidence
- Permissions from Manchester City Council
- A Permission to Access (PTA) must also be completed.

PLEASE NOTE: all the above details are compulsory to host an event at St Johns Estate
NO LADDERS are permitted to be used on any external area of the estate at any time.



Drone Policy

Drone flying, both commercial and recreational, has grown in popularity over the last 5 years with drones being used for an array of reasons including surveying, risk assessing and filming. The government are regularly reviewing legislation around drone flying and implementing new legislation to ensure that those operating them are competent, qualified individuals and the risk to the public and property is minimal.

There is an array of measures recently added into law under the 'Drone Code' ([The Drone and Model Aircraft Code | UK Civil Aviation Authority \(caa.co.uk\)](https://www.caa.co.uk)) with notable inclusions being:

- Drones must fly below an altitude of 400ft (120m)
- Drones weighing over 250g need to be registered with the Civil Aviation Authority.
- Drone pilots must be able to present their registration documents if requested.
- Drone pilots are required to take a drone safety test before they are permitted to fly.
- If you wish to use a drone for commercial purposes, then you need to have permission from the CAA
- Drones must always remain in site.
- Drones must be kept away from crowds and built up areas.
- Drones must stay 150m away from people and residential, recreational, commercial and industrial areas and buildings.
- Drones must not fly over and never fly within 50m of a person, vehicle or building not under your control
- Ensure any images obtained do not break privacy laws

Due to the high density of properties, large number of people and potential risks to the public, drone flying is not permitted on St John's Estate unless authorised by estate management.

Drone use

The only permitted drones and model aircrafts will be those below 250g.

If you're flying a drone or model aircraft that's below 250g, you can fly closer to people than 50m and you can fly over them.

- Flying below the legal height limit of 120m (400ft) will reduce the risk of coming across other aircraft, which normally fly higher than this.
- Always look and listen out for other aircraft that may be flying below 120m (400ft), such as air ambulances, police helicopters, and low-flying military aircraft.
- Never fly more than 120 metres above the earth's surface.
- The rule on minimum distances is different for people involved in what you're doing.

Remember, you must never put people in danger.

Even small drones and model aircraft could injure people if you don't fly them safely.

Always keep a safe distance.



Follow these general rules:

- If poor weather conditions mean that there could be a greater risk to people, fly further away from them. For example if it's very windy, you should fly further away from people.
- If you fly at high speeds, fly further away to give yourself more time to react
- Never fly over people who are crowded together
- A crowd is any group of people who cannot move away quickly because of the number of other people around them.
- Never fly over people who are crowded together, no matter what size of drone or model aircraft you have.
- Never fly where people have gathered in crowds or groups. o Be prepared to increase the distance if you need to do that to fly safely.
- You can fly small drones and model aircraft that are lighter than 250g at residential, recreational, commercial and industrial sites.

Events

- Flying may be temporarily banned in specific areas during some events, such as air shows or festivals. This is to keep everyone safe.
- There may also be security reasons for banning flying, such as at political conferences. Emergency incidents
- You must keep out of the way and not fly in any way that could hamper the emergency services when they're responding to an emergency incident.
- If you're out flying at or near to an emergency incident when it happens, you must safely and immediately stop flying unless the emergency services give you permission to continue.

You must:

- Follow any temporary restrictions that are put in place
- Take particular care not to hinder any aerial support to the emergency services
- Respect and protect the privacy of anyone involved in the emergency
- Examples of emergency incidents include road traffic accidents, fires, floods, rescues, and similar events.

Tall structures

- Check for any tall structures, such as cranes, masts and wires.
- Do not fly if there are structures in the area that will mean it's not safe or legal.

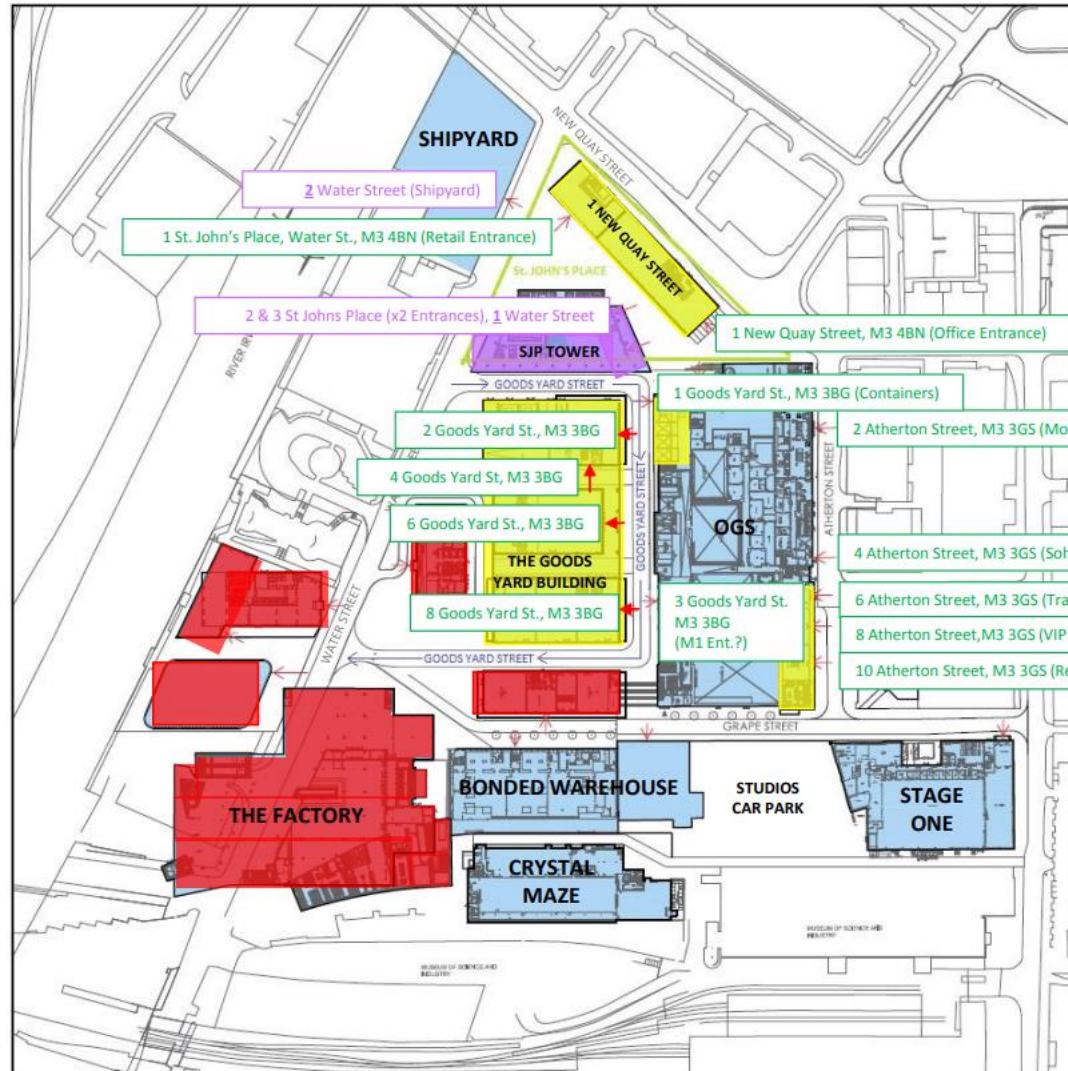
SMC's primary obligation is to the 20,000 workers, shoppers and travellers who come onto the Estate every day. We retain the right to decline any filming and photography requests.

The laying of track is not permitted on the Estate.

Those wanting to film or photograph on the Estate should provide written evidence of personal liability insurance at a minimum of £10 million.

Area	Postcode	Access Point
St Johns Estate/Goods Yard Street – St Johns Place, Manchester Goods Yard Building, Cube Containers, Versa Studios M1 Block, Vita Buildings	M3 3BG	Off Water Street opposite Marriot Hotel Water St via Factory & Festival Square to Goods Yard Street Atherton St via Grape St down staircase to Goods Yard Street Contact Security for access through the bollards.
St Johns Estate – St Johns Place (Retail Entrance), Globe Building	M3 4BN	Off New Quay Street From New Quay St, Off Water Street.
Mollies, Soho House & Hotel, Transmission Building	M3 3GS	Off Quay Street onto Atherton St Quay Street opposite Gartside Street
Factory, Festival & Riverside Square (Naming TBC)	M3 TBC	Both sides of Water St (via New Quay St) Atherton St to Grape St down to Festival & Riverside Square (Factory North & South Entrances) Off Lower Byrom Street down Victoria Street
Bonded Warehouse, Versa Studios Studio 1, Stables, Crystal Maze	M3 4AP	Off Lower Byrom Street down Victoria Street Contact Security for access through the bollards.
Grape Street		Off Lower Byrom Street opened at 07:00 – 1900 TBC Off Atherton St/St Johns Street past the Transmission Building 0700-1900 TBC Off Water Street through Festival Square to Grape St Off Goods Yard Street up the stairs to Grape St Contact Security for access through the bollards.
Victoria Street		Off Lower Byrom Street The main gates are located off Lower Byrom Street opened at 07:00 – 0130 subject to occupiers opening times. Contact Security for access through the bollards.





KEY:

Doors/Property Entrances →

Existing Buildings are **BLUE**

Buildings under construction highlighted in **YELLOW**

Building not yet built but address discussed with MCC highlighted **PURPLE**

Buildings not yet built and not part of this application highlighted in **RED**

CONFIRMED / OFFICIAL ADDRESSES

ADDRESSES TBC

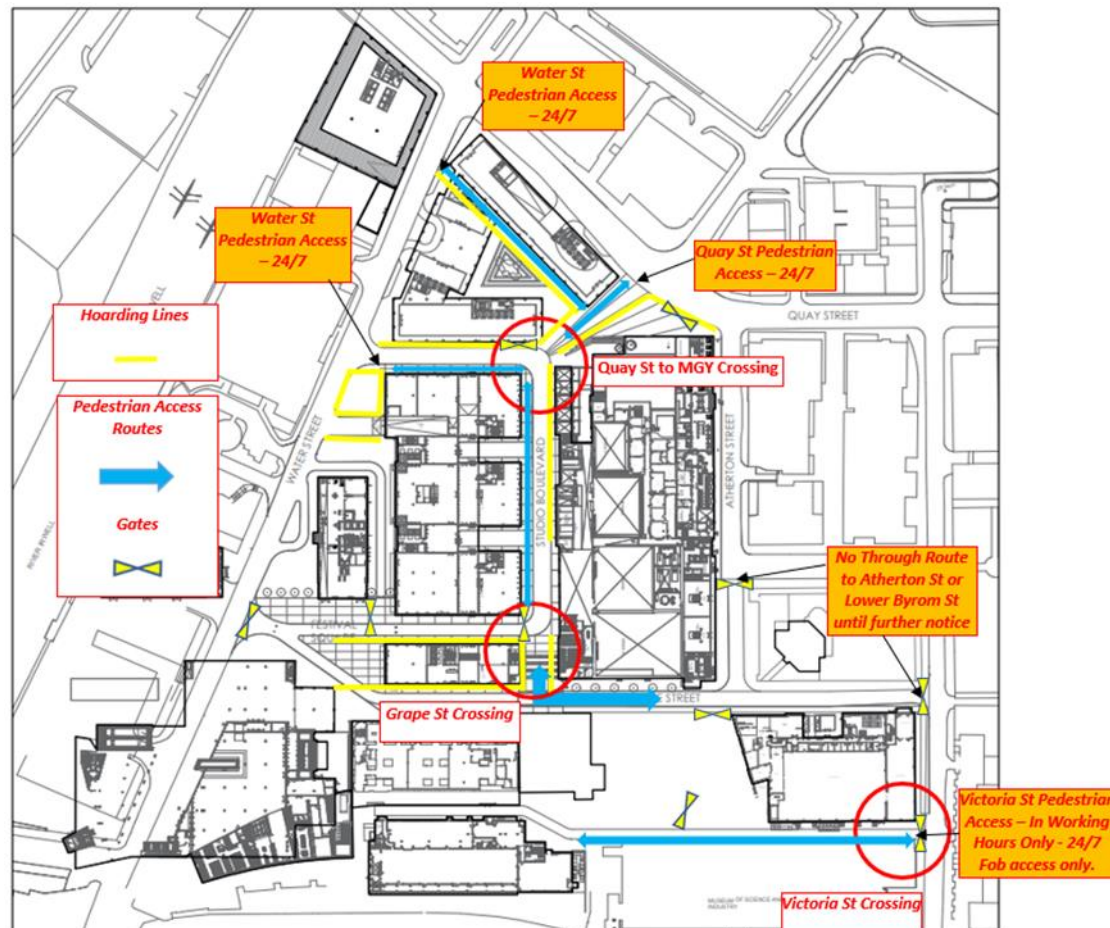
NOTE:

New Road named in **BLUE**
(GOODS YARD STREET)

St. JOHN'S PLACE edged in **GREEN**

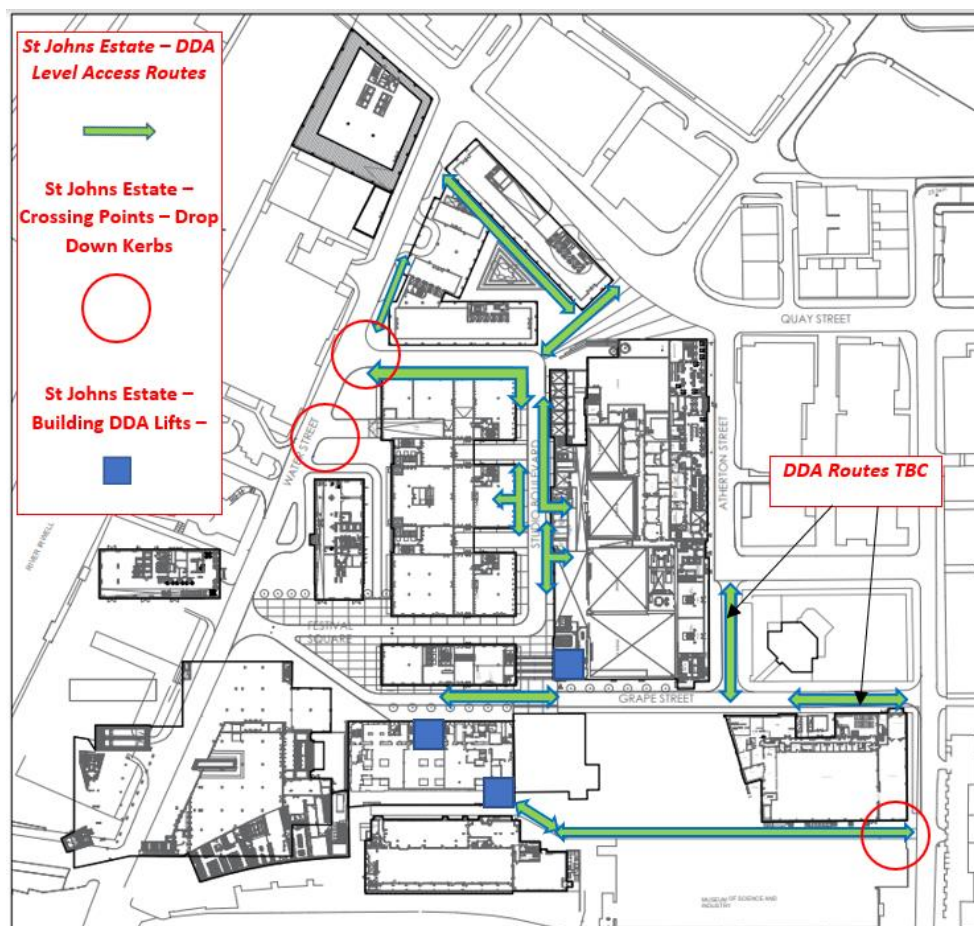
Vehicle Access to Pedestrian Areas

The outdoor event spaces at St Johns are located in the heart of a mixed-use development. There are large amounts of pedestrian areas where vehicle access is restricted. The following guidelines are in place:



Disabled Access

The Estate Management Team wish to ensure full compliance with the Disability Discrimination Act and also wish to avoid any situations where persons with a disability are disadvantaged by the estate, buildings and its services. Occupiers are requested to regularly consider their staff and visitors and to discretely advise the Estate Management Team of persons and situations that could fall within this category. Each case will be considered and where appropriate, reasonable steps will be taken. It is particularly important that building management and occupiers inform the security team of staff and visitors that may require assistance vacating the building in an emergency. This may include pregnant ladies.



Area	Loading Guidelines
Goods Yard Street – Service Road M1 Studios Block Loading Zone	The Goods Yard Service Road is accessible off Water St and is one way system. The road is approx. 6m wide. South St is approx. 5.5m wide and 4.2m wide at the exit bollards. 40t weight limit Vehicle access will only be granted: Monday - Friday from 0700 – 1900 Access at other times can be pre-arranged where appropriate with SMC
MGY Loading Bay	Vehicle access will only be granted: The road is approx. 5.5m wide. Monday - Friday from 0700 – 1900 Access at other times can be pre-arranged where appropriate with All + and SMC
The Globe Building – Loading Bay	The layby is on New Quay St. Vehicle access on the Quay St loading bay will only be granted: Monday - Friday from 0700 – 1900 Access at other times can be pre-arranged where appropriate with All + and SMC
Grape Street	Pedestrians have priority & right of way. Grape St is accessible via Atherton St gate. The road is approx. 5m wide. Vehicle Access will need to be pre-arranged where appropriate with SMC. There is a weight restriction of 3.5 – 7.5 tons TBC. Upper Grape Street is a no loading zone. Vehicle access will only be granted: Monday - Friday from 0700 – 1900 Access at other times can be pre-arranged where appropriate with All + & SMC
Victoria Street	Pedestrians have priority & right of way. The road is approx. 3.8m wide. The Victoria St Gate is approx. 4.1m wide.

Vehicle access will only be granted:

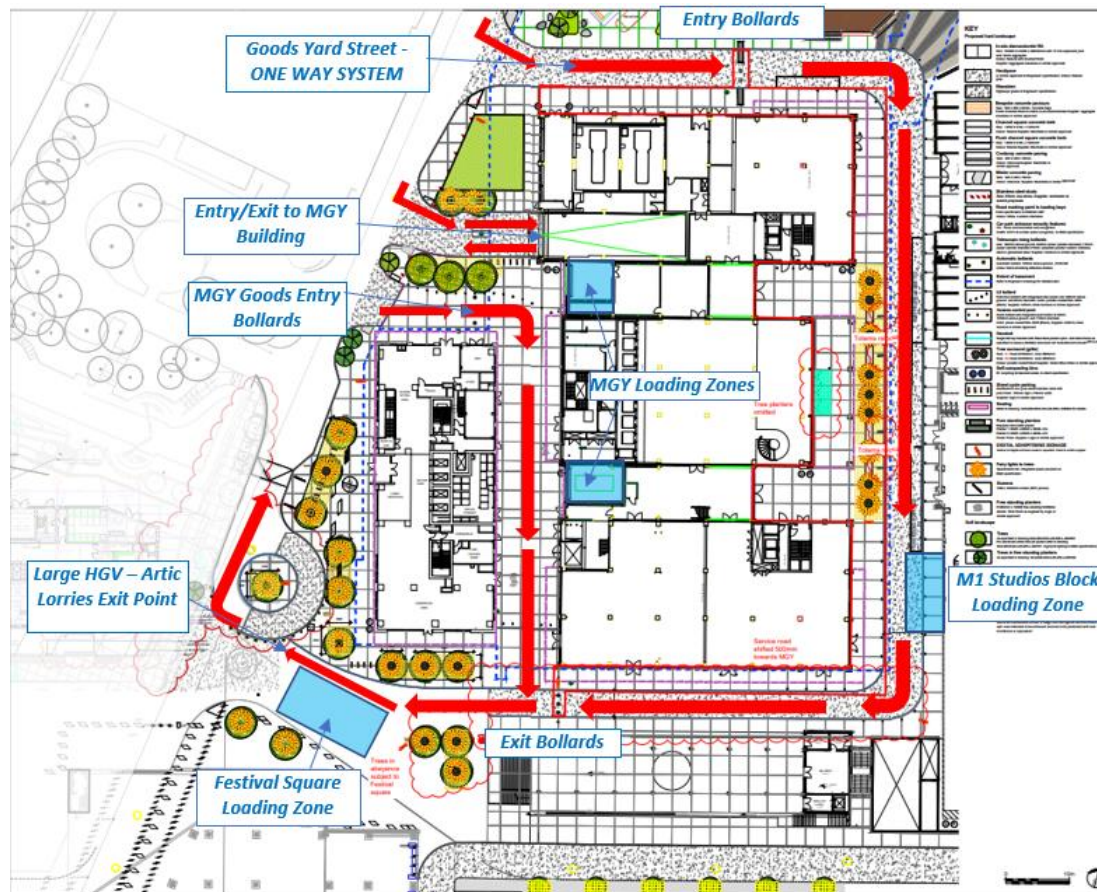
Monday - Friday from 0700 – 1900

Access at other times can be pre-arranged where appropriate with All + & SMC

Medical Emergencies

- Emergencies should be reported to the St Johns Estate 24 hour security control room on 07917 095972, advising the location and nature of incident and number of individuals involved.

Delivery Vehicle Access





Booking in system

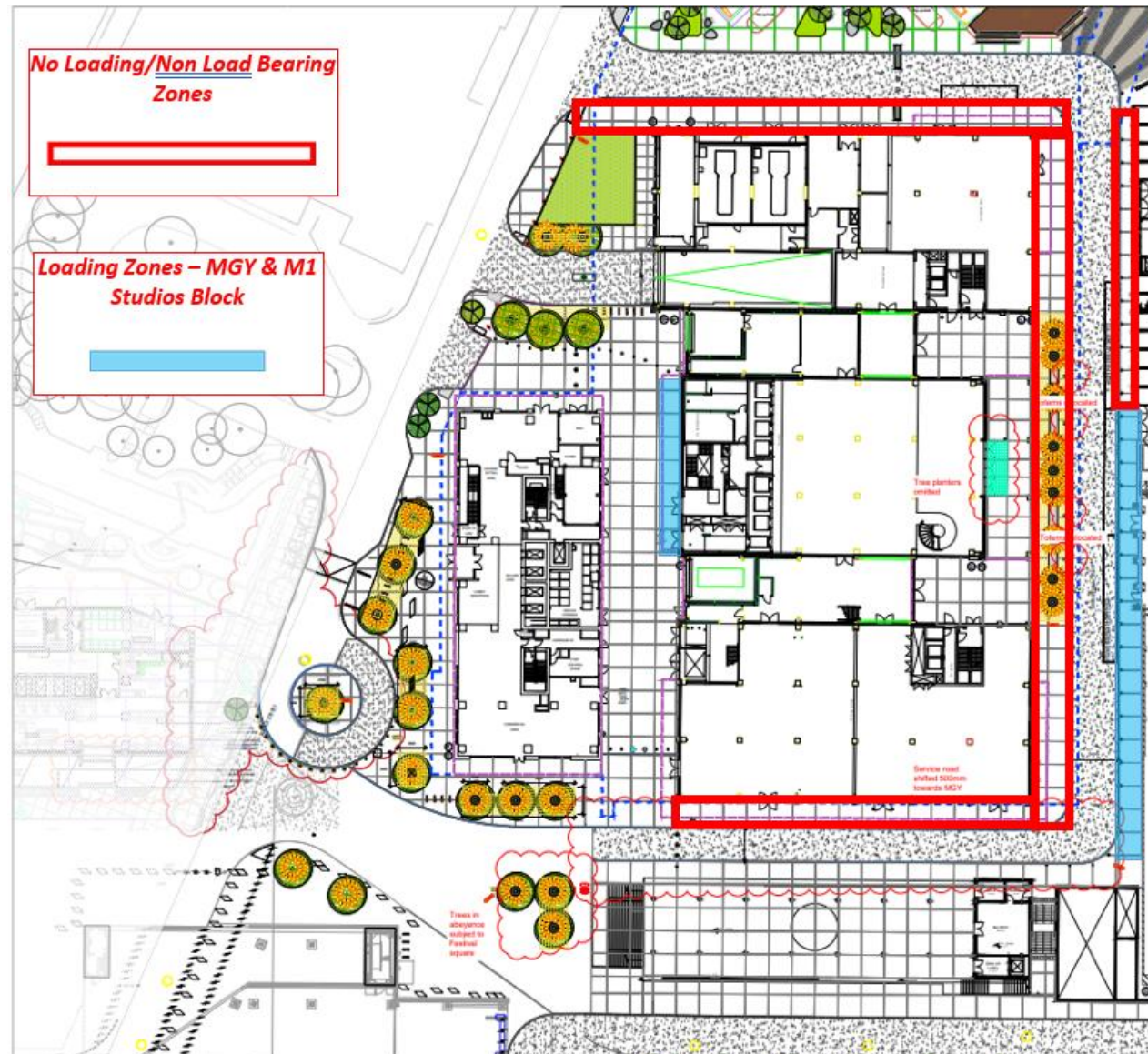
Please refer to the one drive link compiled to assist with the deliveries on the St Johns Estate. Here's the OneDrive link to:
[St Johns/Versa Estate - Documents - All Documents \(sharepoint.com\)](#)

This is to allow effective management of our guests on site and in the event of an emergency.
The link contains the following folder structure which all stakeholders can feed into.
The attendance list (2) & Delivery Schedule folder (3.1) are the key folder which the Security team will have access to on their tablets for site access and deliveries

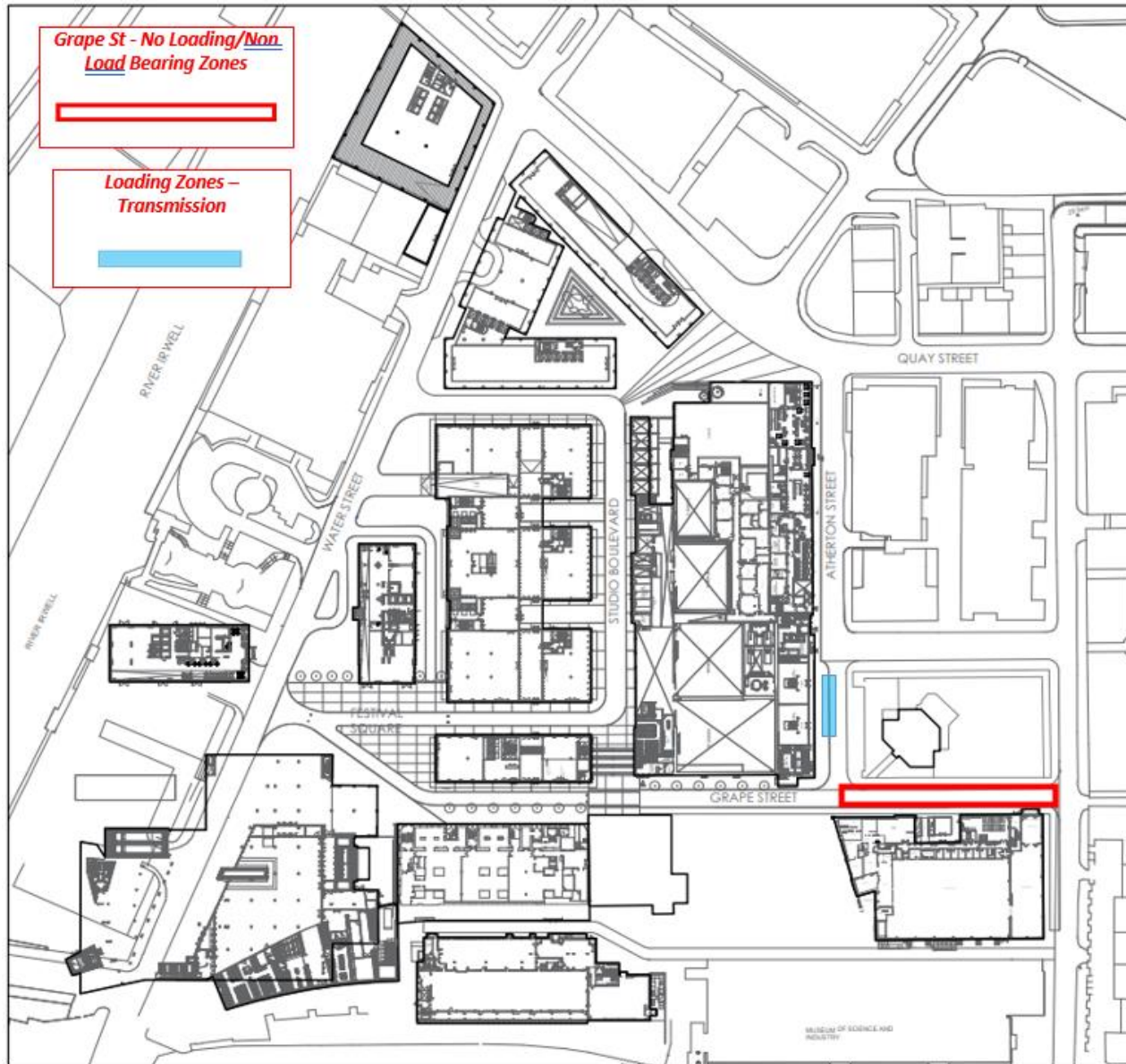
Documents

	Name	Modified
	1. St Johns Estate Induction documents	Monday at 9:30 AM
	2. Attendance List	Monday at 9:25 AM
	3. Delivery Procedure Guidelines	Monday at 9:30 AM
	3.1 Delivery Schedule	Monday at 9:30 AM
	4. Weight Loading zones	Monday at 9:30 AM
	5. Vehicle Movement plans & guidelines	Monday at 9:30 AM

No Loading/Non-Load Bearing Zones – MGY Estate service road



No Loading/Non-Load Bearing Zones – Grape St





Directions & Parking

By Road

The following directions are to Water Street, located off Quay Street:

From the M60

Exit the M60 at Junction 5 (sign posted Manchester A5103). Join the A5103 (Princess Road) and continue towards Manchester city centre. Continue ahead at the roundabout into the city centre under the Mancunian Way. Turn left at the traffic lights onto Whitworth Street West and continue past Deansgate Locks. Turn right onto Deansgate (A56). Turn left onto Quay Street A9A34). Take the 4th Left right onto which leads on to Water Street.

From the M56

Leave the M56 at Junction 3a and join the A5103 Princess Road towards the city centre. At the roundabout underneath the Mancunian Way continue straight across onto Medlock Street (signposted St Peter's Square). At the traffic lights turn left into Whitworth Street and then turn right onto Deansgate (A56). Turn left onto Quay Street A9A34). St Johns Estate is on your left side.

From the M62 (West)

Follow the M62 to Manchester and at Junction 12 join the M602 towards Manchester city centre. At the end of the motorway, continue straight onto the A57 (Regent Road). Turn left onto Water Street (A6143). Remain on Water Street until the junction with Quay Street (St Johns Estate is on the right).

Car Parking

Public car parking spaces are available close by at the St John's NCP, located off Quay Street on New College Street. The car park has a maximum capacity of 680 bays, 35 of which are for disabled use, and is easily accessible via Quay Street and Gartside Street. There are some further provisions for parking available in the local area with both on street and off-street parking available in the surrounding areas. St John's estate does not have dedicated motorcycle car parking spaces located on site or in the on-site NCP car park. The below list contains information detailing the location of the nearest dedicated motorbike parking spaces within a 15-minute walking distance to St John's.

The car parks in the area include:

Motorcycle Bay Location	Number of Bays Available	Owned and Operated By
Portland Street	8	Manchester City Council
Peter Street	8	Manchester City Council
New York Street	14	Manchester City Council
Fountain Street	18	Manchester City Council
George Street	20	Manchester City Council



Car Park Name	Number of Spaces Available	Address
NCP St John's	680 Spaces	St John's, New Quay Street, M3 3BE
NCP New Bailey	620 Spaces	New Bailey Street, Salford, M3 5AX
NCP Great Northern Warehouse	519 Spaces	Great Northern Warehouse 1, Watson Street, M3 4EE.

NCP Spinningfields	M3 3EB
NCP Great Northern	M3 4EN
NCP Bridge Street	M3 5AH
NCP Queen Street	M2 5JB

By Rail

Manchester Piccadilly

St Johns Estate is about 20-25 minute walk from Manchester Piccadilly Train Station.

Exit the station via Station approach and go straight onto Piccadilly. At the end of Piccadilly turn left onto Portland Street. Continue along Portland Street until the junction with Princess Street and turn right onto Princess Street. Stay on Princess Street and go past the Town Hall until you reach Deansgate. Turn left onto Deansgate and continue until Quay Street. Turn right onto Quay St and walk down. St Johns Estate is on the left.

Salford Central

Salford Central rail station is located on Bridge Street and is a 5-minute walk from the Avenue North.

Exit the station and turn right on to Bridge Street. Continue the same path, crossing over the Bridge when you will arrive at the Peoples History Museum on your right-hand side. Take a right onto left bank and continue along the same path until you arrive onto Water Street. St Johns Estate is on your left.

Oxford Road

Oxford road railway station is located just off Oxford road. Exit the station and continue down the hill in front of you, as you approach the end of the hill bear right and cross the road at the traffic lights where you will approach a Sainsbury's. Continue to walk past the Sainsbury's for approximately two minutes and you will come to St Peters square where there is a tram stop, walk over the tram lines following the road and you will approach Deansgate where you will find the Great Northern situated on your Left-hand side. Continue walking down Quay Street for approximately two minutes and you will reach St Johns Estate on your left.



By Bus from Manchester Piccadilly

The Metro shuttle buses provide a free bus service from Station Approach. Get the service number 2 or number 3 both which leave approximately every 10 minutes and stop on Hardman Street. Journey time is approximately 15 minutes. A map is on the page to follow.

By Metro Link Tram

The nearest tram link can be found at St Peter's Square which is an approximate 5-minute walk from St Johns Estate. Deansgate tram link is also a 5-minute walk.

Metro shuttle bus map



Cycle Pods & Cycle Lanes (St Johns Estate TBC)

There are currently no bike storage locations on St Johns estate. The nearest bike storage are located nearby St John's estate on Spinningfields Square, Hardman Street and at Leftbank which are easily accessible from the main roads close by to the estate.





6. Emergency Procedures

Each occupier is responsible for ensuring that all building occupants have current and comprehensive training in fire procedures. Occupiers must also ensure that the testing of all life safety systems, including as appropriate fire alarms, emergency lighting, generators, smoke extract systems, sprinklers and first aid fire appliances is conducted in accordance with current regulations and relevant British Standards.

Additionally, occupiers are required to complete and regularly review fire risk assessments for their premises in accordance with Fire Precautions (Workplace) Regulations 1997 as amended.

Prior to conducting any evacuation drills, to avoid any confusions or false responses, occupiers are required to inform St John's Estate of the dates and times of these so that the relevant persons can be informed.

Bomb Threats

In line with the government's guidelines, surrounding Terrorism and Terror related offences, St John's Estate Management must plan accordingly for terrorism and terror related offences. Bomb threats, whether real or hoax can take many forms, including suspect packages, unattended baggage and prolonged vehicle stay.

Effective control and management of emergency situations demand carefully documented procedures and well-rehearsed plans. Considerable efforts have been directed to emergency planning within Manchester City Centre and it is essential that St John's is fully integrated with City Centre procedures to ensure that the occupiers and visitors to St John's remain safe always. Public safety is of paramount importance to St John's Estate Management and we regularly receive updates from both the local authority and Greater Manchester Police.

Medical Emergencies

St John's security officers are first aid trained and able to provide assistance to all who visit or work on St John's. Whilst qualified First Aid assistance is available, this does not remove the need to call the emergency services via 999 if appropriate. Under no circumstance should a call to the emergency services be delayed pending the arrival of any of the St John's estate team.

If a call is made to the emergency services, the 24 hour control room should also be informed. This will ensure that Estate staff are able to give assistance, both by directing vehicles and facilitating access for emergency vehicles in necessary.

7. Security and CCTV

The security provision for St John's will be increased on a phase by phase basis inline with the ongoing development and as the public realm develops.

St John's security strategy is based upon comprehensive risk assessments which is regularly reviewed inline with any changes to the Estate.



The health, safety and security of occupiers and visitors is of paramount importance to All+ Management.

The St John's security team conduct health and safety checks throughout their time on site meaning that any issues are highlighted in the first instance leading to their timely resolution. A preferred security services supplier will be the nominated for the provision of security on St John's estate.

The security services supplier will provide the highest standard of security officer in the industry and provide their team with up to date, relevant and tailored training in order to provide a high level of service to the occupiers and visitors on St John's estate. Some of the areas that the security team are trained on to improve the service delivered to the occupiers and visitors to St John's are:

- IOSH Managing Safely
- First Aid
- Traffic Management
- Defibrillator Training

The preferred security firm will be market leaders in the industry and utilise revolutionary equipment to ensure they are futureproof and to continue to provide the best possible service to the occupiers on St John's estate. Some of the technology utilised by the security team are:

- Risk Watch
- Diester phones
- 2-way radio systems
- I-Auditor

The St John's security control room is located on the Studio Car Park – Victoria Street until further notice. This location allows for the security control room to be in an advantageous position for directing the usage of estate resources including security officers, the estate cleaning team and CCTV operations.

St John's Closed Circuit Television control room can be contacted 24 hours a day, 365 days a year by either of the following methods;

Phone - 0161 537 3291

Email – Security@manchesterstudios.co.uk

Email – stjohnssecurity@adeptcorporateservices.co.uk

Phone – 07917 095 972

Phone – 07918 753 379

Security - is currently being procured/subject to review. Remote solution being devised.



CCTV

There is comprehensive CCTV coverage throughout St John's estate which covers all of the main thoroughfares of the estate. The monitoring and recording of images is undertaken by the CCTV control room supervisor where there is a 24 hour presence, 365 days a year. This denotes that should an incident occur on St John's, a highly trained supervisor will be on hand to ensure that the incident is dealt with effectively and in a timely manner.

Whilst the cameras are monitored and recorded under contract by the Adept Corporate Services team, the cameras are available for use by All+ Management Company for the purposes of effective estate management. Should there ever be a need for any occupier to request CCTV footage from around St John's, this should be done in writing to the 24-hour Helpdesk who will inform St John's data controller of this. Any request for CCTV footage should include the following information:

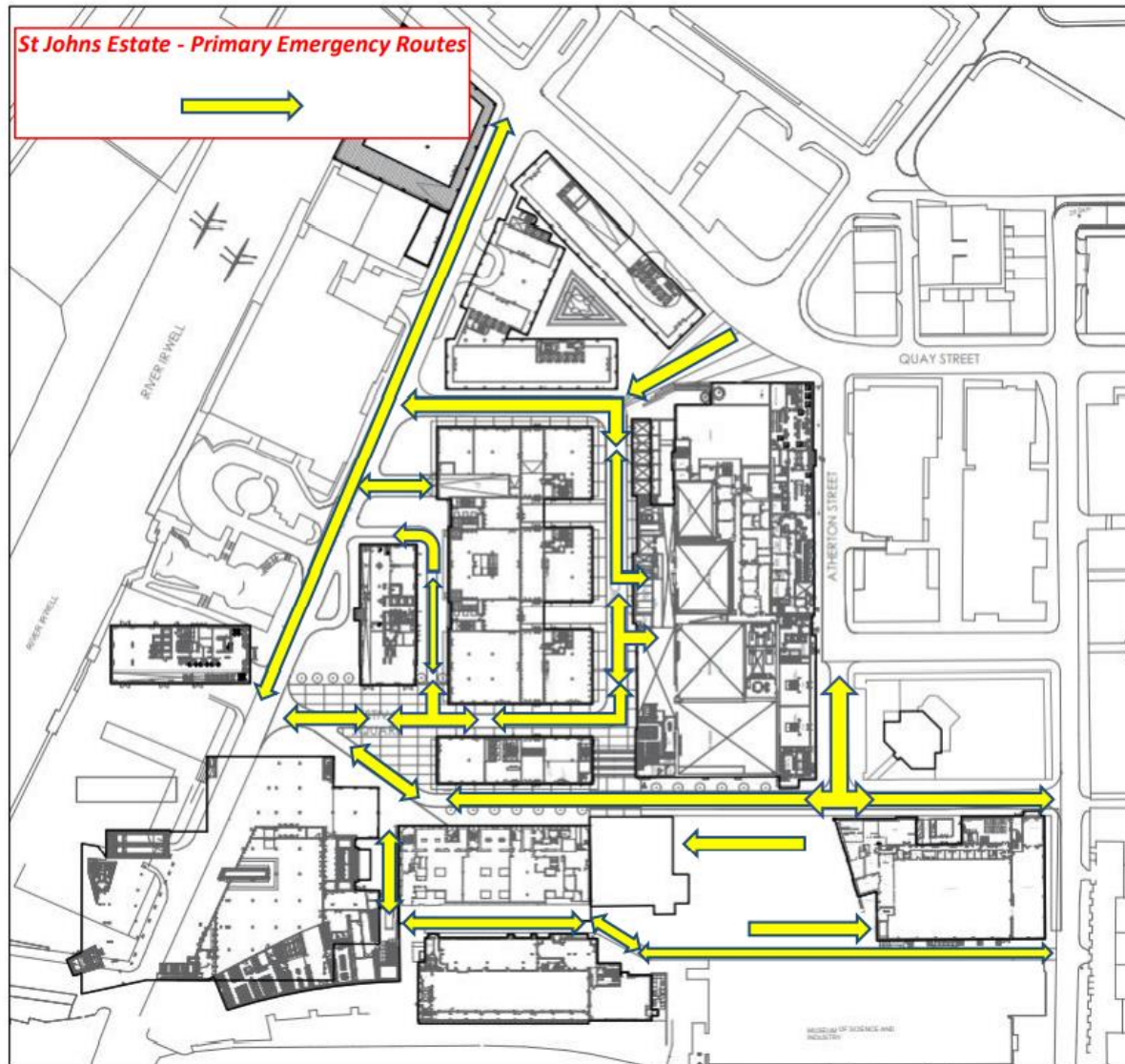
- The date and approximate time the incident occurred.
- An exact location of the incident.
- The nature of the incident.
- The number along with descriptions of those involved in the incident.
- Information on any injuries or loss sustained.
- A crime reference number, if the incident has been reported to the police.

Once all information has been received, a thorough review of St John's CCTV coverage will be conducted in order to gather the relevant information. Following a formal request for CCTV footage, St John's Estate Management will respond to this within a 72 hour window.

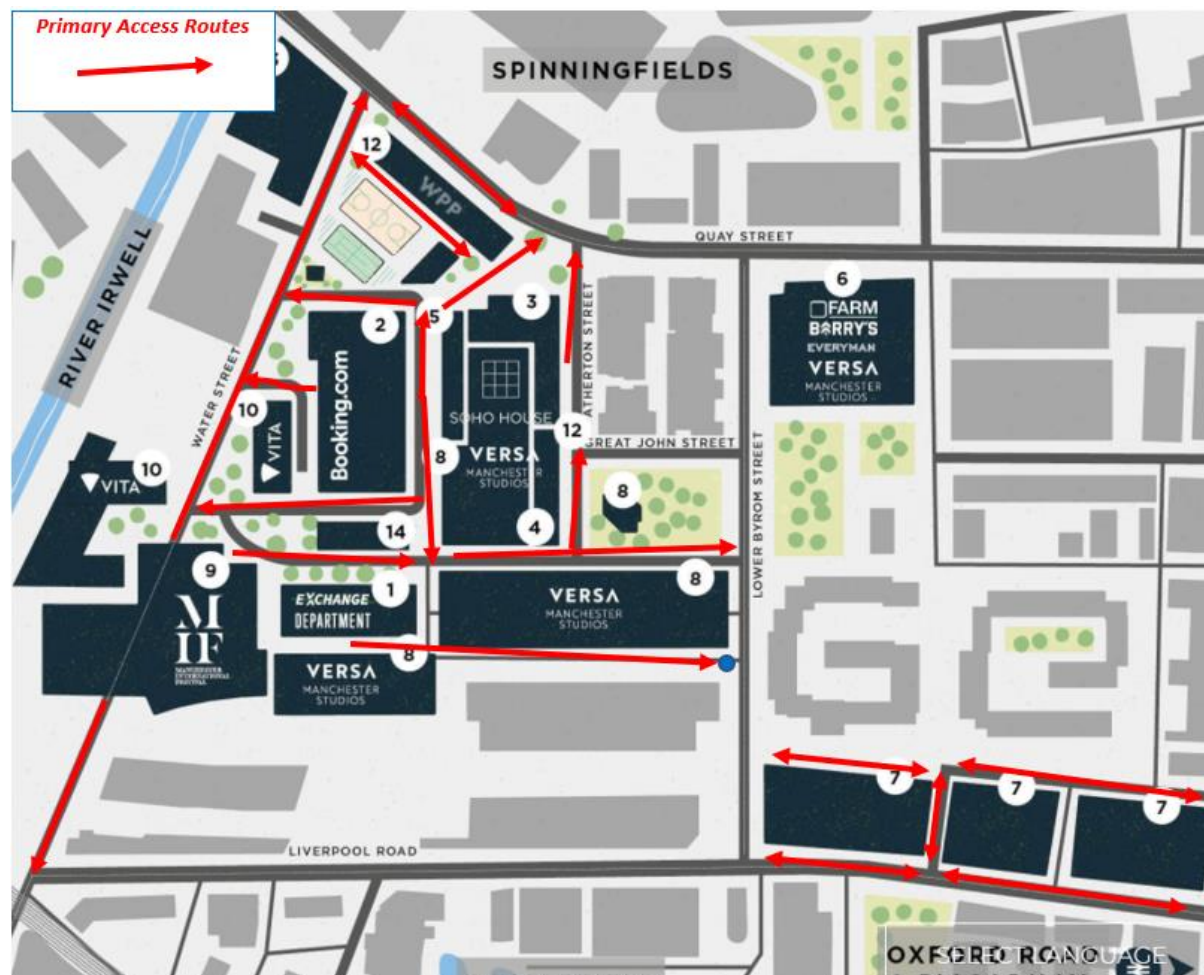
Awaiting completion of installation. Security - is currently being procured/subject to review. Remote solution being devised.

8. Site Plans

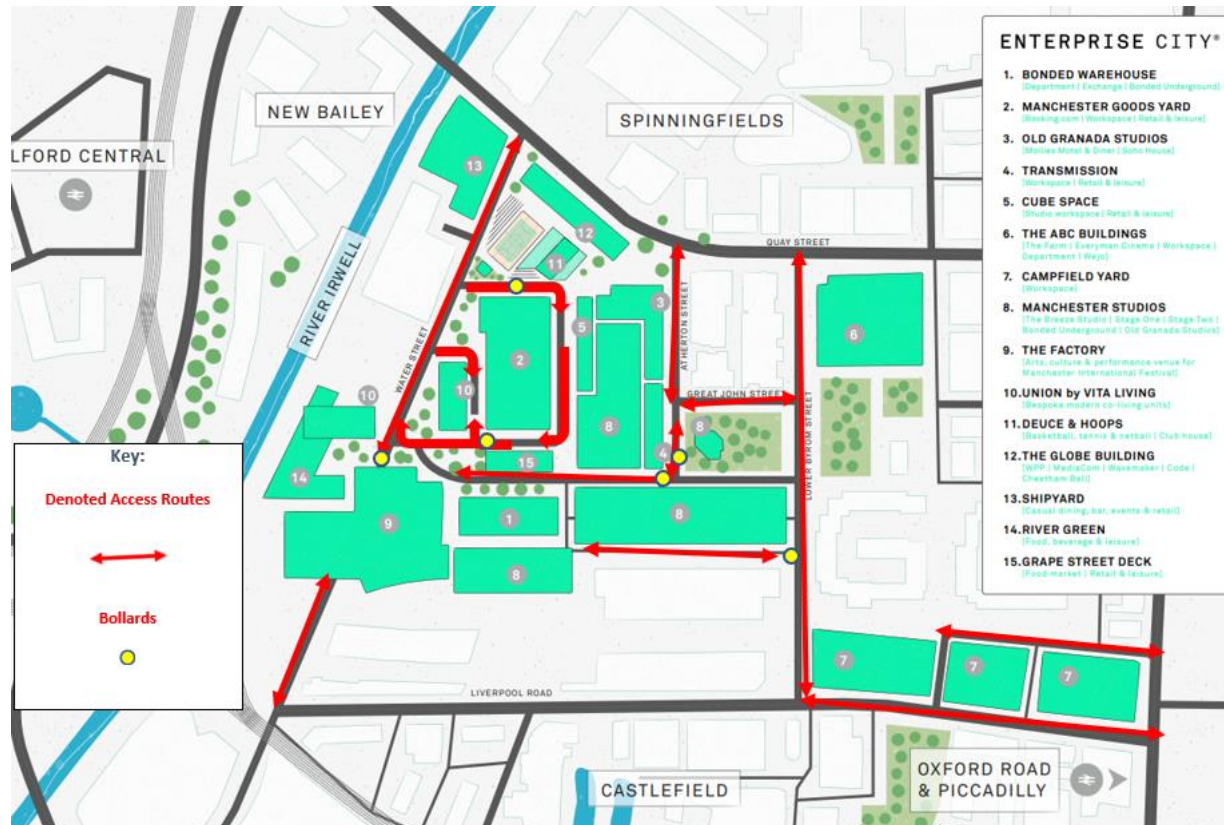
St Johns Emergency Access Routes



Emergency Access Pedestrian Routes

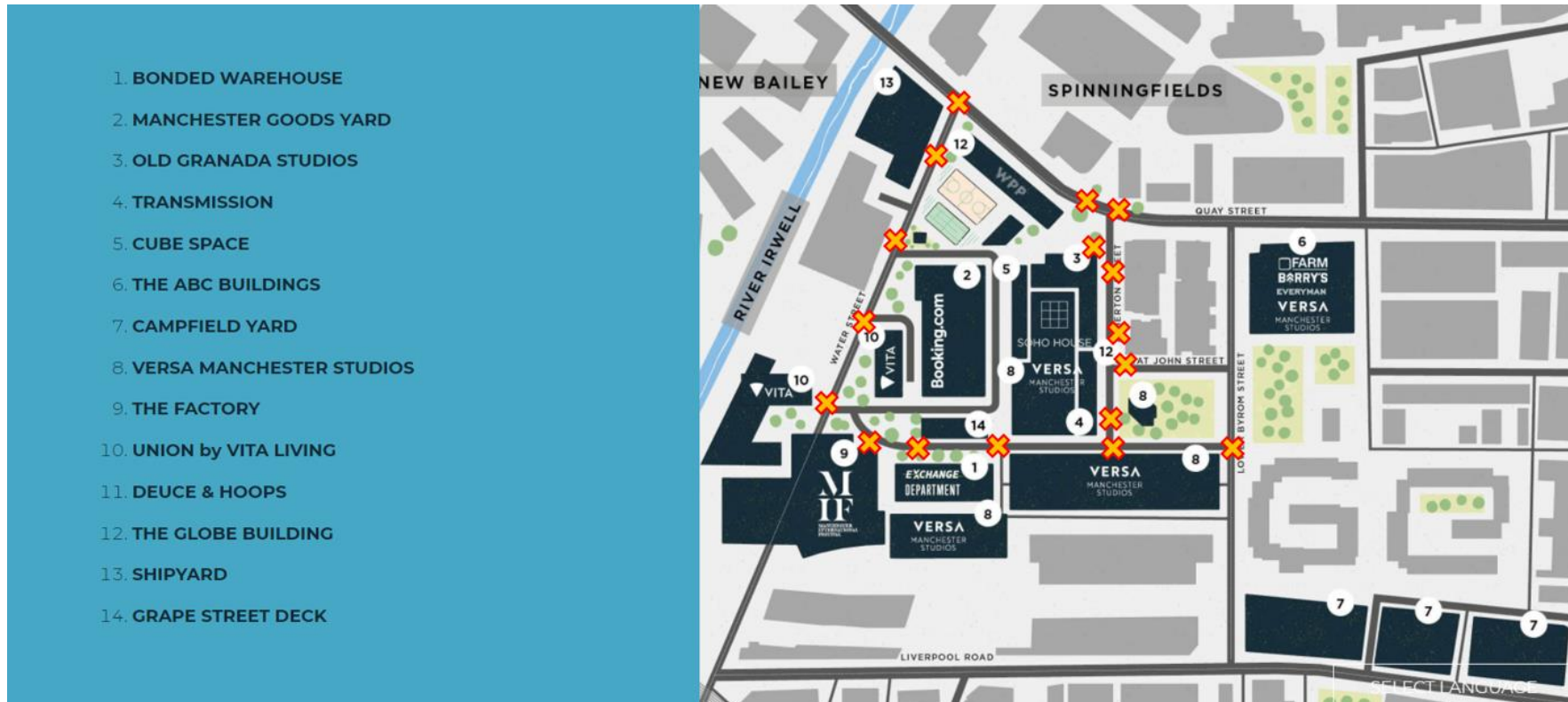


Fire Access Routes

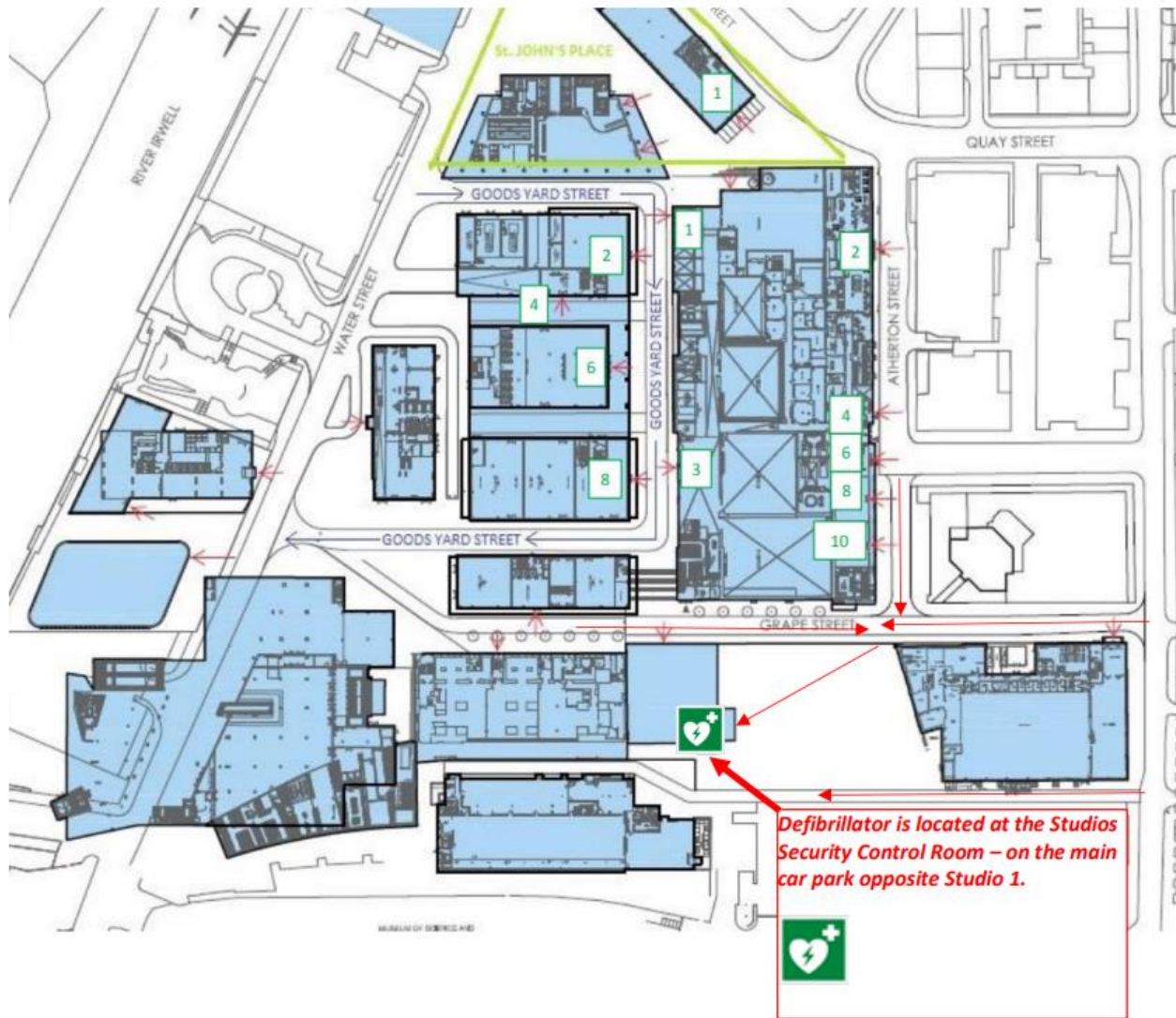


Subject to development planning.
Awaiting completion of installation – Water St, Atherton St entrance and Grape St TBC

Fire Hydrant Locations

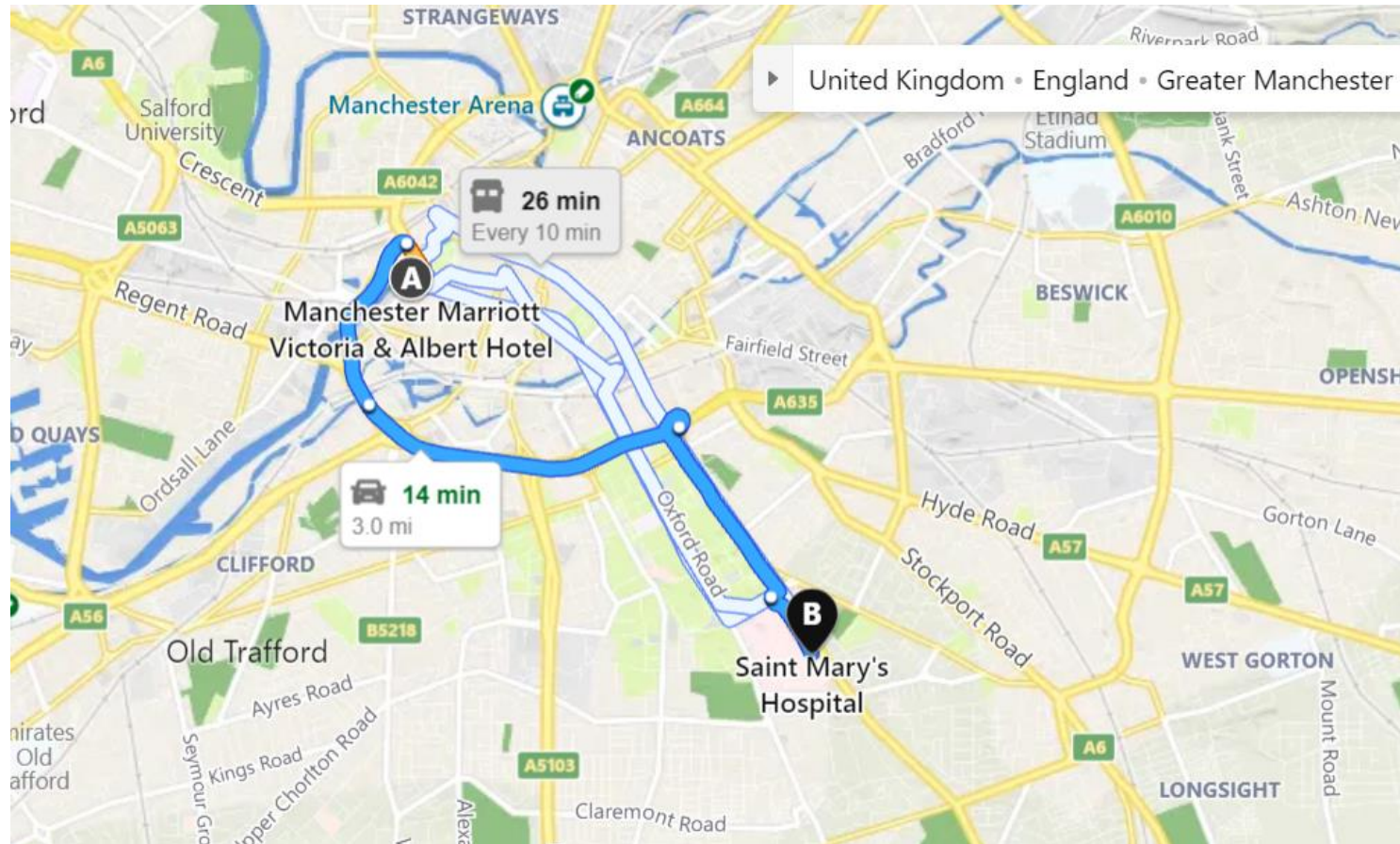


St Johns Estate Defibrillator Map



Nearest Hospital

Saint Mary's Hospital · Address, Oxford Road, Manchester M13 9WL

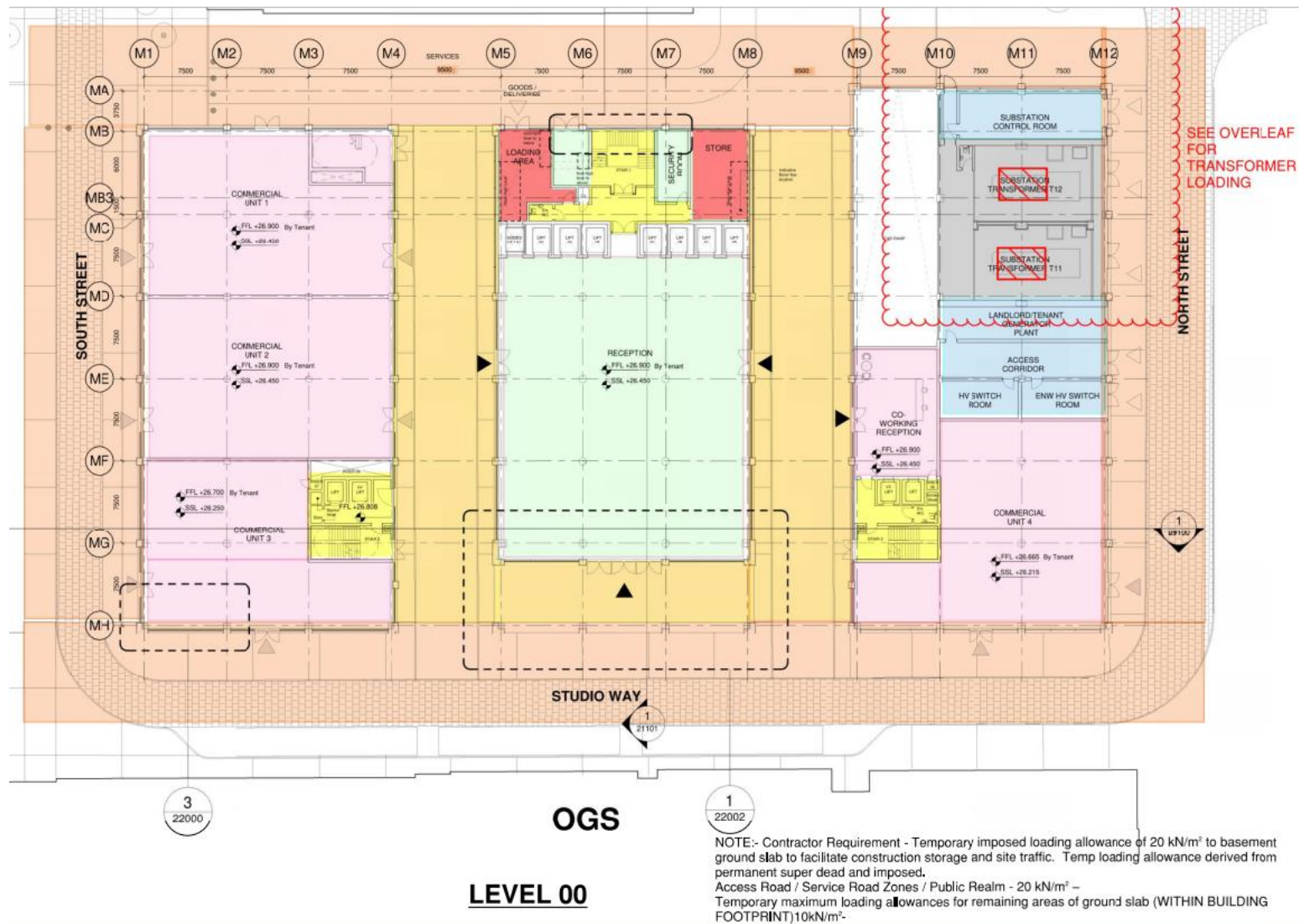


St Johns Occupier Muster Points

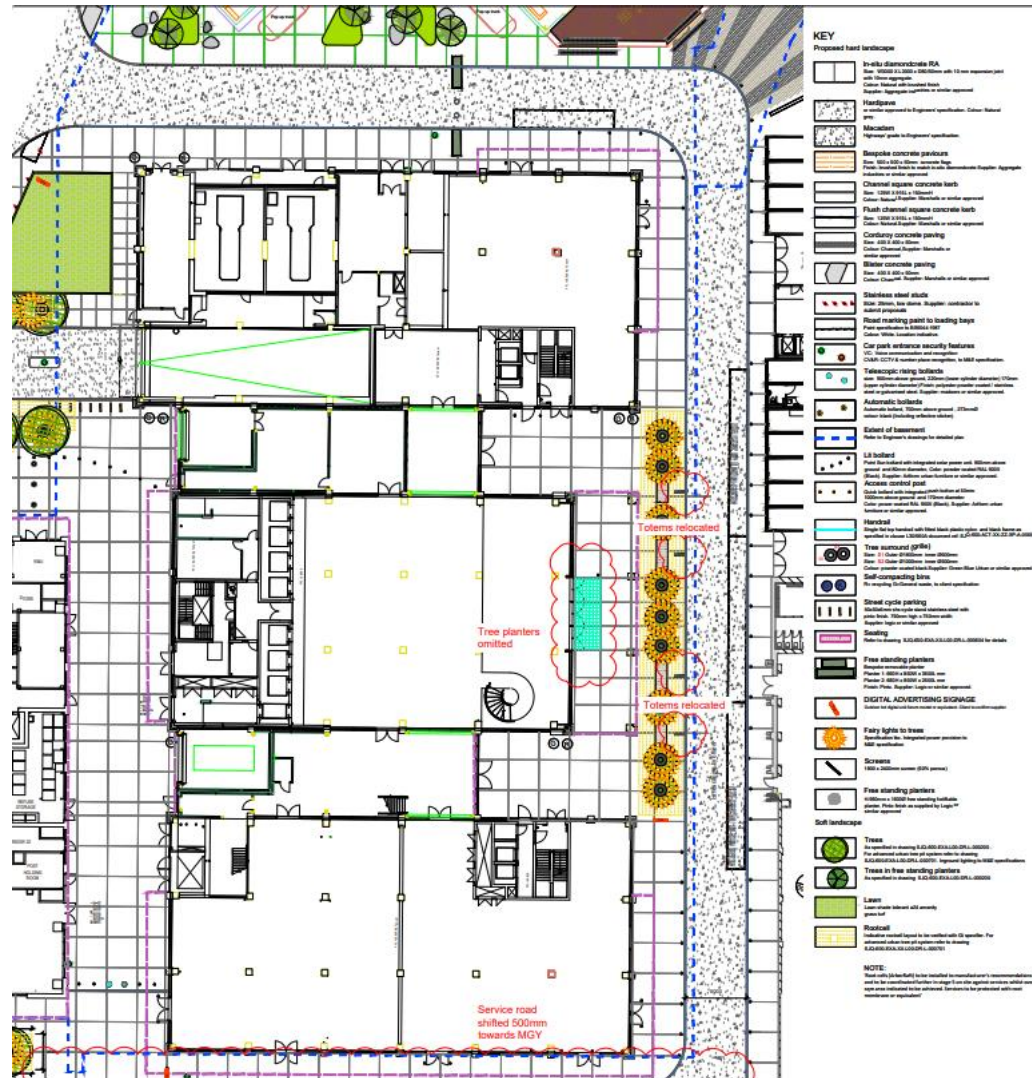
Occupier	Muster Point	Notes
MGY Building	St Johns Gardens	
Globe Building	St Johns Gardens	
Bonded Warehouse	St Johns Gardens	
Transmission Building	St Johns Gardens	
Studio 1	St Johns Gardens	
M1 Studio Block	St Johns Gardens	
Studio 1/Breeze Studios	St Johns Gardens	



Weight Loading Map

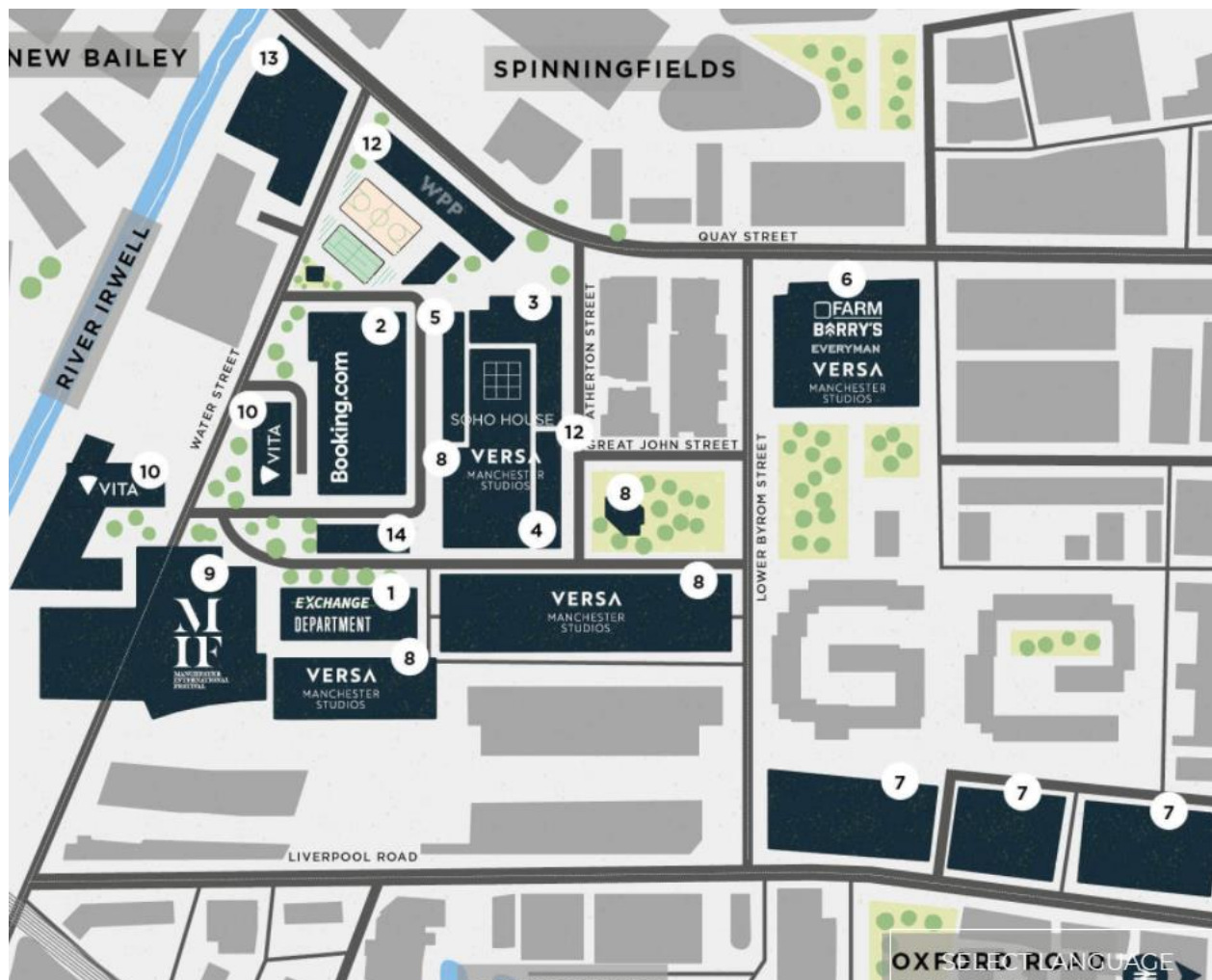


MGY – Goods Yard Basement Boundary Lines (-----)



Estate Power Supplies

Subject to development planning.
Awaiting completion of installation.





9. Retail and Leisure Facilities

Local Amenities

Food & Drink

The following is a list of food and beverage retailers on St Johns Estate:

The Department – Coffee Shop - Located on Level 3 of the Bonded Warehouse	St Johns Bread & Coffee House – Located ground floor of ABC Building https://www.abcbuildings.co.uk/
Halcyon Gin distillery located in Level 1 of the Bonded Warehouse. All details for booking and enquiries can be found via the following link :- https://zymurgorium.com	BONDED BREWING CO. – Bonded Warehouse
Club House AWAS - Located in Level 2 of the Bonded Warehouse	<i>Stables Foodhall – entrance via Victoria St – located on Studio Car Park</i>

Retailers

The following is a list of retailers on St Johns Estate

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Leisure

The following is a list of leisure operators on St Johns Estate

CONDITION FITNESS & WELLNESS – Bonded Warehouse	Barrys Bootcamp – ABC Building
Crystal Maze - Leisure facility open to the general public all details for booking and enquiries can be found via the following link:- https://the-crystal-maze.com/manchester/	



Hotels

The following hotels are in the local area:

Name	Address	Description	Phone Number
Great John Street Hotel	Great John Street, Manchester, M3 4FD	Boutique	0161 831 3211
The Lowry	50 Dearman's Place Chapel Wharf, Manchester M3 5LH	5-Star	0161 827 4000
Hilton	303 Deansgate, Manchester, M3 4LQ	4-Star	0161 870 1600
Premier Inn	Irwell St, Salford M3 5EN	Budget	0871 527 8740
Marriot Hotel	Water St, Manchester, M3 4JQ	4-Star	0161 832 1188
Raddison Edwardian	Peter Street, Manchester, M2 5GP	5 - Star	0161 835 9929
The Midland	Peter Street, Manchester, M60 2DS	4 Star	0161 236 3333
Millies TBC	2 Atherton Street, Manchester, M3 3GS	5 Star	TBC
OGS/Soho House TBC	4 Atherton Street, Manchester, M3 3GS	5 Star	TBC
The Moxy Hotel	Scott's Place. 8 Atkinson St, M3 3HH		0161 529 1655





10. Filming and Photography

St Johns Estate is a privately owned estate managed by All + Management Company. We have a duty to ensure that any activity that takes place is safe, carries the correct insurance, minimises disruption and does not compromise security.

To apply to film and photograph on the St Johns Estate you need to do the following:

- To have read all the content on this page, including the terms and conditions.
- Complete a Company Registration Form and a Film and Photography Permit Application Form and email them to Helpdesk Helpdesk@allplusmanagement.com
- You will be requested to provide a risk assessment, method statement and evidence of public liability insurance.
- If permission is granted you will be emailed a permit. Print this out and bring it with you when you film or photograph at St Johns Estate. Please show it to security personnel if requested.

You will require a permit for filming or photography on the St Johns Estate if:

- The filming and photography is for professional use, sale, commercial gain or media reproduction
- You will potentially cause disruption or harm to people or property on the St Johns Estate
- You are filming/photographing building entrances, shop fronts on the Public Realm or capturing any of the security arrangements.

You do not necessarily require a permit if:

- You are taking the images for solely amateur purposes and do not intend to reproduce them for media, sale or commercial benefit (for example you are a tourist, hobbyist or student)
- Your equipment is minimal (for example, nothing more than a handheld camera)
- you are not causing any disruption, harm or potential harm to people, property or yourself
- You are outdoors
- You are not filming or photographing any building entrances or security arrangements

Students are advised to carry with them a student ID and letter of introduction from their educational institution.

Applicants are advised to apply at least five working days in advance for projects not requiring a risk assessment and at least seven working days in advance of projects that do require a risk assessment.

Urgent or same day requests, for example from news crews, will be dealt with if resource allows. If unsure, please call the Helpdesk for guidance on 0844 826 7217.

Variable fees dependent on location, scale and type of shoot / production. Each application will be reviewed based on these factors and a fee agreed.

All + management primary obligation is to the workers, shoppers and travellers who come onto the Estate every day. We retain the right to decline any filming and photography requests.



The laying of track is not permitted on the estate.

Under no circumstances will the use of drones for photography and filming be permitted within the St Johns estate airspace without authorisation from estate management team.

Those wanting to film or photograph on the estate should provide written evidence of personal liability insurance at a minimum of £10 million.

11. Bars and Alcohol Brand Promotions

- a. All activity involving alcohol on St Johns estate must happen under a premises license or Temporary Event Notice (TEN).
- b. A copy of the premises license or TEN must be present and on display at pop up bars. If your activity is taking place on one of our licensed premises you must adhere to the conditions set out in that license.
- c. Details of your bar or brand activity needs to be approved by All + Management Company, the police, environmental health and where applicable the DPS (designated premises supervisor). Please allow 30 working days before your activity is due to take place for the necessary approvals to be sought.
- d. If the activity is to take place on an existing premises license, consent for the activity to take place must be sought from the designated premises supervisor (DPS) for that premises. St Johns will seek this approval from the DPS once you have presented your proposal.
- e. The licensed area for bars and pop up promotions must be contained, preferably with one manageable entrance.
- f. A layout drawing is required of your activity. This should show how is the licensed area controlled? Barriers, rope and post, inside a marquee?
- g. Security is required for pop up bars and alcohol drinks promotions. The main objective of this security is to ensure customers are not leaving the licensed area with drinks and protecting the safety of customers. The level of security required is to be risk assessed. Please provide your proposal for level of security for your activity. All + Management Company will refer you to a market leader is security provisions which are to be used on the estate.
- h. Signage is required at the exit to your venue (NO ALCOHOL PAST THIS POINT). Please consult All + Management Company if your activity is taking place within one of our existing bars.
- i. All pop up bars and alcohol drinks promotions on site are required to provide a personal license holder to oversee the activity. A personal license holder must be on site and on duty at all times the activity takes place
- j. Dispersal of your customers must be managed for any activity finishing after 10pm or involving more than 50 attendees. This involves briefing your security team to direct customers to nearest taxi ranks, providing a taxi number to customers who ask for it, displaying a sign at the exit of the venue to ask customers to "PLEASE RESPECT OUR NEIGHBOURS AND LEAVE THE AREA QUIETLY".
- k. All alcoholic drinks on public lawn area is prohibited as this is classified as street drinking.
- l. Challenge 25 must be used for all pop up bars and alcohol promotions
- m. The estate is in a city centre location. St Johns need to approve if music can take place at your activity and if required, time restrictions on when music can be played. Music involving electric guitar, drums and bass should be avoided. The default position would be to ask operators to provide acoustic or ambient level music. Where possible we will accommodate your needs, please send details of music proposed. All music,



unless otherwise agreed with All + Management Company, is to be under 65db.

- n. The police and authorities require us to present a proposal for all events involving alcohol and pop up bars. Your proposal should include:
- i. A layout drawing of your activity, identifying how the area is demarcated, where is the entrance, what signage is in place, where security will be positioned as default position
 - ii. Dates and times of the proposed activity. Please include trading times and last orders
 - iii. Details of what security you steps you are taking.
 - iv. Who your personal license holder(s) will be.
 - v. Are you proposing to have music at the venue? Is the proposed music live or recorded?
 - vi. Is the activity ticketed or non-ticketed?
 - vii. Where the activity is being advertised or promoted.
 - viii. How you will manage dispersal at the end of trading for any activity finishing after 10pm or involving more than 50 attendees.
 - ix. Pop Up Bars - are children allowed at your venue? If yes, between what times? Are they restricted to a certain area?
 - x. If free drinks are being given out, what is the maximum number of free drinks that will be given out?

12. Guidance for Event Planning

This document is for guidance purposes. The below may be useful to help you write this risk assessment.

Event specific considerations	
HSE guide to writing risk assessments	www.hse.gov.uk/pubns/indg163.pdf
HSE Event Safety Guide	http://www.hse.gov.uk/event-safety/

L = Likelihood, S = Severity, R = Risk (Likelihood and severity assessed as Low (L), Medium (M) or High (H))



Activity/ Element	Full description of Hazard s	Who at risk	Risk Rating if the hazard is uncontrolled			Control Measures Specified	Residual Risk Rating		
			L (Low) M (Medium) or H (High)				L (Low) M (Medium) or H (High)		
			L	S	R		L	S	R

Event Risks to Consider

The below list is not exhaustive but gives an indication of some elements to consider when writing an event-based risk assessment. Some of the below elements may or may not be applicable to your activity. Please complete the risk assessment with consideration to nature of your activity, the venue it is to be held in and the nature of the attendees. The below questions are for consideration for when completing the form rather than direct questions – please factor these in and provide as much relevant information as you can. All the below points must be addressed in your risk assessment where applicable.

1. TEMPORARY STRUCTURES

- Are they safe and appropriate for their intended use?
- How are these to be anchored / weighted?
- If it's a marquee or tent what wind speed do they need to be taken down? Who is monitoring this?

2. TRIPS AND FALLS

- Has site been planned to avoid pedestrians crossing cable paths?
- Have all cable runs been covered with suitable protection to reduce risk of trips and falls?

3. POWER

- Has all equipment been PAT tested and is the certification in date?

4. CROWD MANAGEMENT

- What is capacity of the venue for the activity proposed? How is this being monitored? How many exits are there in event of emergency?
- Are there appropriate levels of stewards planned for the activity?
- What types of artists are performing at the event? Has front of stage layout been considered? The Event Safety Guide offers guidance on provision required.



5. SECURITY & STEWARDING

- a. Is there a security requirement for your event?
- b. Is there overnight security to oversee your activity?
- c. Is there CCTV at the venue?

6. CASH MANAGEMENT

- a. Has this been considered and have safe working practices been communicated to your team?

7. PERIMETER OF SITE

- a. How is the venue contained?
- b. How is the entrance to the venue being managed?
- c. How many exit points are there in event of an emergency?

8. FIRE SAFETY RISK ASSESMENT

- a. How many exit routes are there?
- b. What is capacity of the venue and how is it being monitored?
- c. What flammable equipment is being used?

9. GAS SAFETY

- a. How is the gas being stored? What guidance has been taken on this? What control measures are being used to reduce risk?

10. PYROTECHNICS AND SPECIAL EFFECTS

11. FIRST AID / MEDICAL COVER

- a. Who is responsible? What risks have been considered? The Event Safety Guide offers guidance on provision required.

12. ADVERSE WEATHER

13. NOISE CONTROL

14. CLEANSING & WASTE

- a. What measures are in place for the activity? Is it suitable give the amount of people attending / nature of event? Do bin empties need increasing?

15. FOOD SAFETY

- a. Have the organisation or organisations providing food or drink provided you with appropriate food safety certification?
- b. Have appropriate pest control measures been considered?

16. FLOOR PROTECTION

- a. What protection is going down for any food / bar stalls to protect the ground underneath from staining or damage?
- b. Generators - what protection is going down for generators and fuel tanks to protect the ground underneath from staining or damage?

17. LICENSING

- a. Is there regulated entertainment for the event? If yes which license is it going on? If there is no licence it will need to go on a Temporary Event Notice (TEN). Have the authorities been notified of the event if required as part of the premises license?



- b. Any selling of merchandise (food, drinks, etc) will require a Street Trading Licence application to be made to Manchester City Council. Please note the application must be submitted a minimum of 30days in advance of the date of the event.

18. ALCOHOL MANAGEMENT

- a. How is the licensed area controlled? Barriers, rope and post, inside a marquee or fenced?
- b. What security will be in place for the activity?
- c. What signage is in place for the event (NO ALCOHOL PAST THIS POINT signage is required at exits to venue)
- d. Who is the personal license holder for the activity to be held?
- e. Will drinks be served in plastics or in glass wear?
- f. How is dispersal of venue being managed?
- g. Are children allowed at the venue? If yes between what times? Are they restricted to a certain area?
- h. Is Challenge 21 or Challenge 25 in use?

19. DISABLED ACCESS

- a. Is there easy access for disabled customers?
- b. Is there toilet provision for disabled customers?

20. TRAFFIC MANAGEMENT

- a. How many vehicles are involved with event setup? Who is acting as banksman for vehicle movement on site? What are the speed restrictions on site?

21. WEIGHT LOADING CAPACITY

- a. Are there any vehicles accessing the venue or the space around the venue? If yes please consult All + & St Johns Estate to identify weigh loading limits for the estate.

22. STAFFING

- a. Manual Handling
- b. Late night and Lone working
- c. PPE

23. MANAGEMENT COMMUNICATIONS

- a. When the activity is taking place on site, who is managing the activity and who makes decisions related to the safety attendees, staff and suppliers?
- b. Are radios being used to help manage the activity?

24. WORKING AT HEIGHT (Refer to PTA)

25. LOST CHILDREN

26. SAFETY OF CHILDREN AND YOUNG PEOPLE

27. MAJOR INCIDENT PLANNING

28. EVACUATION MUSTER POINT

29. LIGHTING FOR NIGHT TIME ACTIVITY



30. WATER BASED EVENTS (River if appropriate)

31. RISK DOCUMENTATION

Has all organiser and supplier documentation been collated and reviewed? (Risk Assessments / Method Statements / Public Liability Insurance

Venue Guidelines

Site Management

- i. The organiser is responsible for ensuring the working environment (including setup and de-rig) is safe for those who occupy.
- ii. The organiser is responsible for contacting the 24hr St Johns Estate Security Team for site access and egress and should sign in and out at St Johns, 18 Lower Byrom Street, Manchester, M3 4AP
- iii. Good health and safety practices should always be maintained and will be monitored by the St Johns Estate Management Team.
- iv. The organiser will be liable for any damages to the venue or equipment belonging to the venue caused by the event through negligence of the event organizer/project manager or associated contractors working on the event. Large activities will require a photographic schedule of condition.

Work Permit

- v. All events/works, which are undertaken on St Johns estate need to have a completed permission to access form (PTA) in place before the work/event can commence.

Once a request has been made, SMC will raise a PTA and an electronic link to the online form will be sent to the organiser to complete and return a minimum of 72 hours before the start of the activity.

Temporary Structures

- vi. The immediate area around marquees, temporary structures and other major installations needs to be cordoned off during setup and de-rig with physical barriers. If required, these can be provided by St Johns Estate Management team.
- vii. Temporary structures are not to obstruct fire exits to buildings and are to be a minimum of 2.5m (4m) away from the building fabric.
- viii. All temporary structures must be locked and fully secured at the end of each day. Wind and snow loading information needs to be submitted as part of the risk assessment with a contingency plan agreed upon and in place.
- ix. All temporary structures need to be appropriately weighted or anchored to ensure their integrity is maintained during high winds. Any form of fixing into the granite is STRICTLY FORBIDDEN.
- x. An emergency high winds procedure is to be submitted for when wind speeds are forecast to exceed wind loading limits for the structure, this is to be included in the risk assessment.
- xi. The St Johns Estate is prone to high winds and the wind conditions are monitored daily by the St Johns Management Company team. If wind gusts are forecast to exceed 31mph St Johns Estate Management team reserve the right to prohibit temporary structures from being erected or request structures be de-rigged if wind speeds exceed loading.



Weight Loading

- xii. There are weight loading restrictions on St Johns Estate – please see diagram in Site Plans. Any activity on restricted areas may require submitting of weight loading calculations prior.
- xiii. It is the responsibility of the organisation booking activities at St Johns Estate to provide SMC with weight details of all temporary structures, installations and vehicles before arriving onsite.

Floor Protection

- xiv. All temporary structures, installations and vehicles are required to provide appropriate protection to avoid damaging the granite or concrete paving at St Johns Estate.
- xv. For food and drink stalls organisers are required to provide appropriate matting for the stalls with an additional 1m from the service area.
- xvi. Temporary structures, installations and vehicles must keep to a minimum of 1 metre away from the edge of fixed structures located in the public spaces.

Vehicles - Movement

- xvii. All vehicle and plant movement on St Johns public realm must be carried out with at least 1 banksman wearing a high visibility vest or jacket.
- xviii. The speed limit for the estate is 5mph, at no point are any vehicles permitted to exceed this limit.
- xix. Hazard lights must be turned on and flashing whilst any vehicle is moving on the estate.
- xx. Whilst stationary, keys must be removed, and a first aid kit and firefighting equipment are required to be held within the vehicle.

Vehicle - Drip Trays

- xxi. All vehicles coming onto the paved area of the estate are required to place suitable protection underneath the vehicle to avoid oil spillage on to the estate. Charges will be incurred for any oil spillages that occur on the estate.

Security

- xxii. There is 24-hour patrolling security and CCTV onsite at St Johns Estate. The security of the event and all equipment associated with it is the responsibility of the project manager/event organiser. St Johns Management can source additional security for Licensable events, for £19.95 per hour TBC, per officer. For all other events, £16.95 per hour TBC, per officer, minimum booking of 5 hours. We will require a minimum of 72 hours' notice for this requirement.

Waste and Cleansing

- xxiii. Please inform us of the amount of waste you expect from your event and adequate bins and cleansing can be arranged at the cost of the organisers.
- xxiv. Cleaning operatives can be provided at a cost and can be booked with 72 hours' notice.

Noise

- xxv. Please provide St Johns Management with details of audio PA equipment and proposed use. Before any PA or sound equipment is started; we ask that the project manager/event organiser call the St Johns Event Coordinator so that levels can be set appropriately. All PA equipment needs to have a sound limiter fitted.
- xxvi. No music is to be played before 6pm Monday – Friday unless agreed with SMC in advance.



xxvii. Noise should not exceed 65db.

Power Supply

xxviii. Please see power supply map in section 8 of this document which highlights the availability in each area.

xxix. It is the responsibility of the project manager/event organiser to ensure that the electricity consumption required by equipment is not greater than the capacity of the supply. Equipment and AMPs required for each appliance will need to be outlined if access to onsite power is needed.

xxx. Please ensure no cables are left exposed as a trip hazard and use high visibility cable protector/ramps where cables cross pedestrian walkways.

Electrical Equipment

xxxi. Project managers/event Organisers and contractors need to comply with appropriate electrical safety legislation and all equipment should be set up by fully trained and competent personnel. All connections to the estate electrical supplies are to be carried out by the St Johns Estate Management maintenance team (working hours 0800 -1630). Any connections required to be made outside of these hours are charged which the marketing team would build in to the costs for the event. Any electrical supply issues caused by project managers/event organiser's equipment outside normal hours will also incur the charges above.

xxxii. All equipment used onsite should be suitable for outdoor use and have wet weather protection to IP rated levels.

xxxiii. All electrical equipment being used on site must be PAT tested this includes new equipment, the organiser must provide a list

xxxiv. All generators/chillers brought onto the estate must be silent, diesel operated and require their own risk assessment that covers load in and out. Any generator usage must be pre-approved by SMC.

PPE

- All contractors working onsite should provide their personnel with PPE appropriate to works being undertaken.
- All PPE and hi vis jackets must be branded with company logo. This may only be worn at the area of the event or activity and removed should any persons leave that immediate area.

Signage

- All signage and branding must be printed and not handwritten. Proposals are to be sent to the St Johns marketing team for approval a minimum of 5 working days before the activity.

Smoking

- Smoking is not permitted in any buildings or temporary structures onsite.
- Please can all production and event personnel avoid smoking in public places. A pre-approved designated smoking area is to be arranged with the St Johns Management Company team.

Medical Emergencies

- Emergencies should be reported to the St Johns 24 hour security control room on 0161 537 3291 or 07917 095972, advising the location and nature of incident and number of individuals involved.



Temporary Toilets

Port-a-loos are not permitted on the estate.

Temporary toilets requirements must be pre-agreed with St Johns Management Company and the marketing team and must be located in a sensible position. Toilets should be screened off (using timber cladding or black netting for example) so not visible to local offices or residences. Site planning for the event must take this into consideration. Toilet empties must be done pre 07:00. Unless the activity is taking place around residential areas when the empties must be completed between 08:00 – 09:00.

Any activity where an alcohol licence is required or where requested by SMC, will require toilet facilities to be provided for. SMC's preferred contractor's details will be provided.

13 - Appendices

Appendix 1 – Vehicle & Estate Dimensions

Weight Restrictions	Width	Remaining space at TBC
TBC	5.5m TBC	Grape St
40 Ton TBC	3.8m - 4.1 meters TBC	Victoria St
40 Ton	6 meters	Good Yards Estate Road
40 Ton	3.9 meters	Goods Yard Estate Road – North St bollards
40 Ton	5.5 meters	Goods Yard Estate Road – South St
40 Ton	4.2m meters	Goods Yard Estate Road – Top of South St

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Goods Yard Estate Rd – M1 Studio Block Dimensions

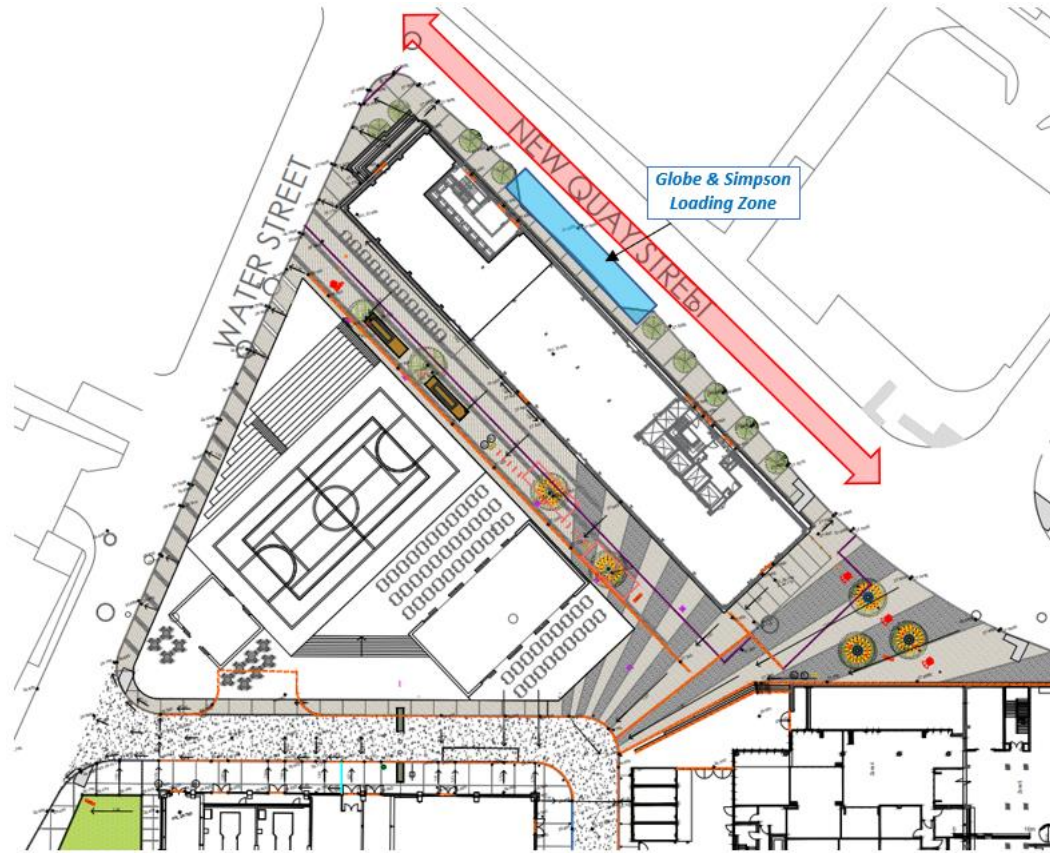


Goods Yard Estate Service Rd – North St

Victoria St

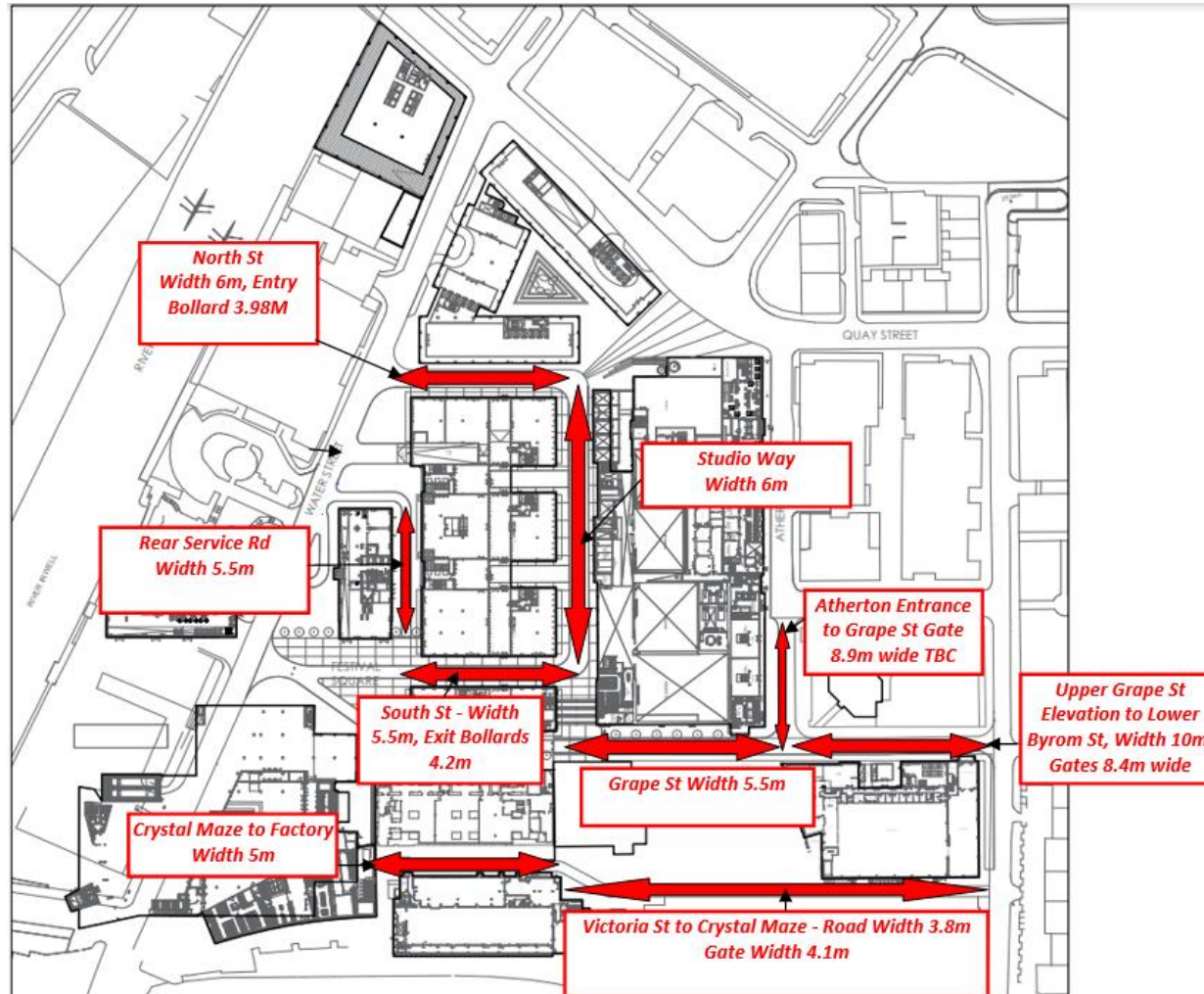


Globe and Simpson Loading Zone



Globe & Simpson Loading Zone

Estate Service Road Dimensions



A SIMPLIFIED GUIDE TO LORRY TYPES AND WEIGHTS

Recommended Description		Identifier	UK Maximum Gross Weight (tonnes)	Shape
LIGHT GOODS VEHICLES		2 axles	3.5	no rear side windows 
LORRIES (Vehicles over 7.5 tonnes gross require a Heavy Goods Vehicle Driver's Licence)	SMALLER 2-AXLE LORRIES	2 axles	Over 3.5 7.5	
	BIGGER 2-AXLE LORRIES	2 axles	Over 7.5 18	
	HEAVY GOODS VEHICLES	3 axles rigid	25 26*	
		3 axles artic.	26	
		4 axles rigid	30 32*	
		4 axles artic.	36 38*	
	MULTI-AXLE	Vehicle and draw-bar trailer 4 axles	30 36**	
		5 axles or more artic. See note (a)	40	
	LORRIES	Vehicle and draw-bar trailer 5 axles See note (a)	40**	
		6 axles artic. See note (b)	41*	
		6 axles draw-bar See note (b)	41* and **	
		5 or 6 axles artic. See notes (b) and (c)	44* and ***	
		6 axles draw-bar	44*, ** and ***	
		6 axles artic. See note (b) and (d)	44*	
		6 axles draw-bar See note (b) and (d)	44* and **	

* If the driving axle, if it is not a steering axle, has twin tyres and road friendly suspension, or each driving axle is fitted with twin tyres and the maximum weight for each axle does not exceed 8.55 tonnes.

** Distance between the rear axle of the motor vehicle and the front axle of the trailer is not less than 3 metres.

*** If the vehicle is being used for combined transport.

(a) 5 axles or more artic. and the 5 axles or more drawbar could alternatively have a 3 axle motor vehicle and a 2 axle trailer.

(b) Conditions:
- each vehicle must have at least 3 axles.
- drive axle has twin tyre and road friendly suspension and maximum of 10.5 tonnes, or each driving axle is fitted with twin tyres and has a maximum of 8.5 tonnes
- trailer has road friendly suspension

(c) Conditions for operation on 5 axles:
- must have 3 axles on tractor unit
- single container 40ft in length conforming to standards laid down by the International Standards Organisation being carried only
- vehicle being used for international journey.

(d) Powered by a low pollution engine.

OVERLOADING OF GOODS VEHICLES

Why does overloading matter so much?

1. **ROAD SAFETY.** Lorries which are loaded beyond their design weight are less able to stop quickly in an emergency and the steering of the vehicle can be affected.
2. **ROAD WEAR AND TEAR.** It is estimated that the overloading of good vehicles costs the community over £50M a year through additional wear and tear to roads and bridges. Heavy axles cause proportionately far more wear and tear, and overloading drive axles (legal limit 11.5 tonnes) are the biggest single cause of excessive wear and tear on roads.
3. **COMPETITION.** Gross overloading is unfair to the majority of law-abiding operators who accept the constraints of the plated weight limits set by the law. An operator who persistently overloads a lorry can earn additional profits amounting to thousands of pounds per annum.

SOME TECHNICAL TERMS EXPLAINED

AXLE WEIGHT	: The total weight transmitted to the road by all the wheels on one axle.
GROSS VEHICLE WEIGHT	: The weight of a vehicle and its load.
TRAIN WEIGHT	: The weight of a vehicle, a trailer and its load.
PLATED WEIGHT	: Either the design weight limit given on a manufacturer's plate or the legal weight limit given on the Department's plate.
TRAILER	: Any vehicle drawn by a motor vehicle.
DRAW-BAR TRAILER	: A trailer pulled by a rigid vehicle.
SEMI-TRAILER	: A trailer forming part of an articulated vehicle.
ARTICULATED VEHICLE	: A tractor unit with a semi-trailer attached where part of the load is borne by the drawing vehicle.

OVERLOADING

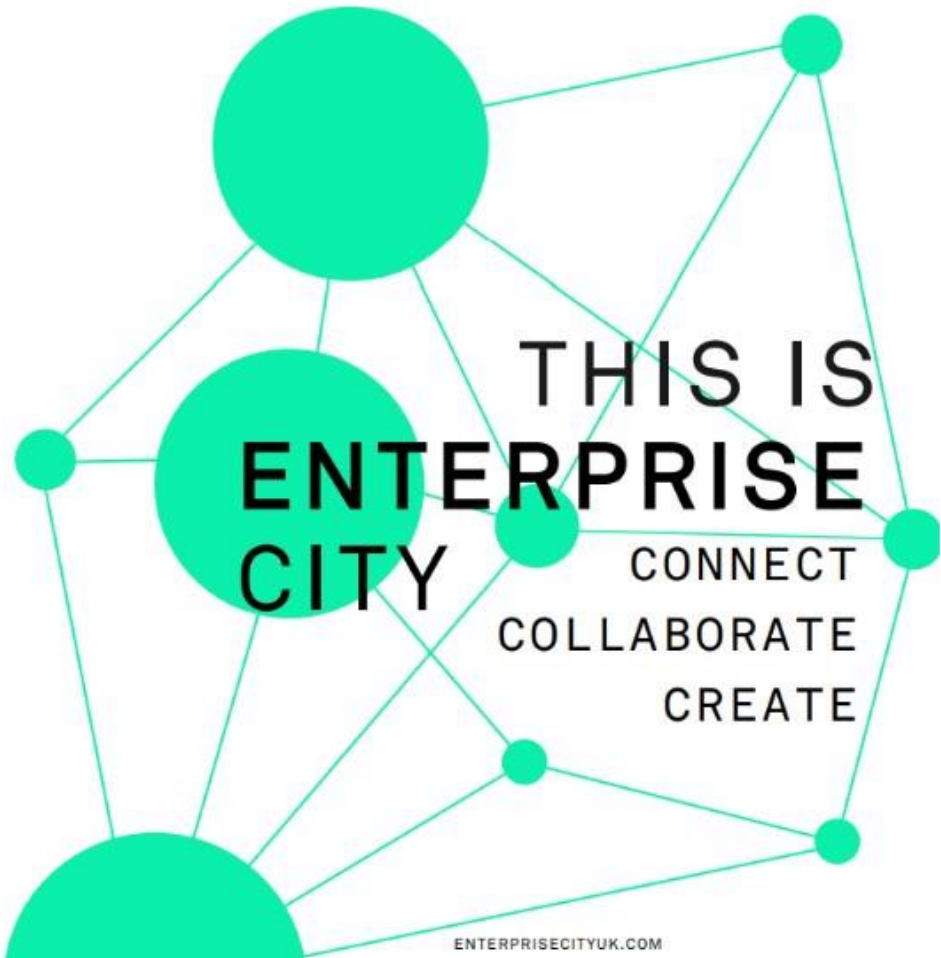
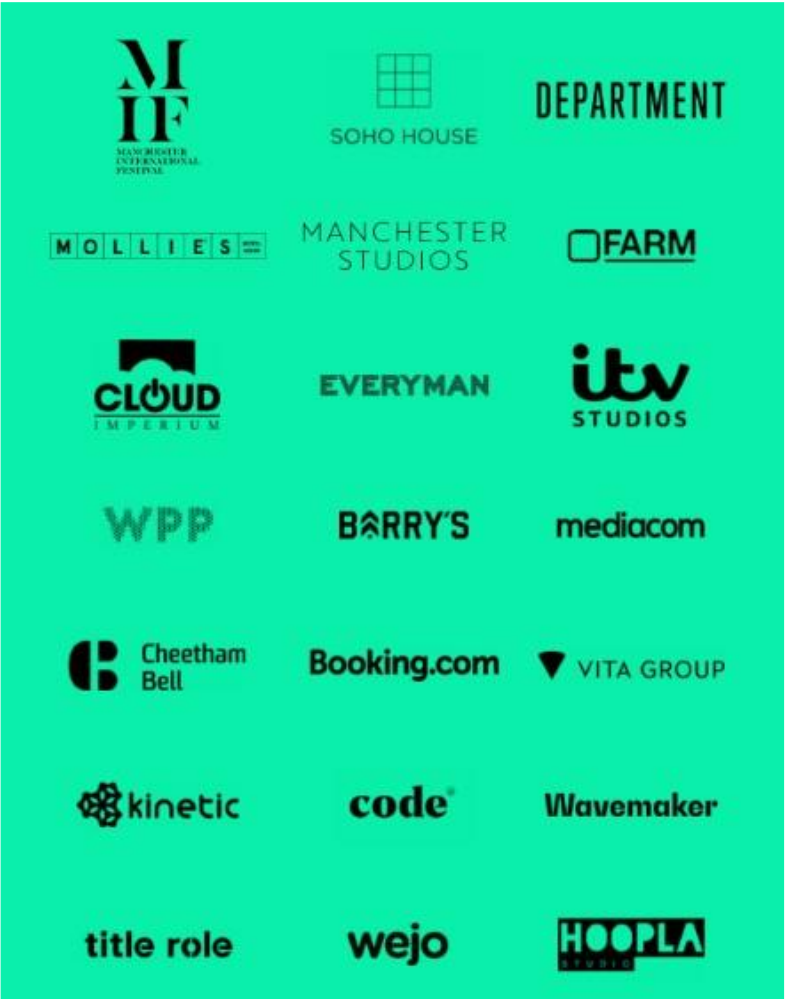
Goods vehicles are subject to U.K. weight limits. The weight limits are given on the manufacturer's plate or the Department's plate on each vehicle. They are determined by the technical specification of the vehicle and the need to protect U.K. roads and bridges from excessive wear and tear. Vehicles over 41 tonnes operate under special arrangements. 44 tonnes is allowed for combined (road to rail) transport.

A vehicle is overloaded if it exceeds the plated weight limits. A vehicle could be overloaded on all its axles, on its gross weight and on its train weight. Each of these would be separate offences, e.g. a 3 axle articulated which exceeded the plated weights on the 1st axle, 2nd axle and gross weight would make both the vehicle operator and driver liable to three separate offences.

A vehicle or vehicle combination from 1 January 1999 can operate under either The Authorised Weight Regulations 1998 or The Road Vehicles (Construction and Use) Regulations (as amended).

This leaflet has been produced by the Department for Transport, at the request of the Magistrate's Association to give guidance to Magistrates in dealing with cases on overloading. It is not intended to be a full authoritative statement of the law.

Department for Transport
OCTOBER 2003





ST. JOHN'S



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