

Merton Council

Licensing Sub-Committee

Membership

Councillors:

Agatha Mary Akyigyina OBE

Nigel Benbow

Paul Kohler

A meeting of the Licensing Sub-Committee will be held on:

Date: 13 August 2018

Time: 10.30 am

**Venue: Council chamber - Merton Civic Centre, London Road, Morden
SM4 5DX**

Agenda for this meeting

- 1 Appointment of Chair
- 2 Apologies for Absence
- 3 Declarations of Pecuniary Interest
- 4 MJMK Limited - Dynamic Festival, Morden Park 1 - 226

Note on declarations of interest

Members are advised to declare any Disclosable Pecuniary Interest in any matter to be considered at the meeting. If a pecuniary interest is declared they should withdraw from the meeting room during the whole of the consideration of that matter and must not participate in any vote on that matter. If members consider they should not participate because of a non-pecuniary interest which may give rise to a perception of bias, they should declare this, withdraw and not participate in consideration of the item. For further advice please speak with the Assistant Director of Corporate Governance.

This is a public meeting and attendance by the public is encouraged and welcomed. For more information about the agenda and the decision making process contact democratic.services@merton.gov.uk or telephone 020 8545 3616.

Press enquiries: communications@merton.gov.uk or telephone 020 8545 3181

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Procedure to be followed at Licensing Hearing

1. The Chair will welcome all parties and all present will be introduced/introduce themselves
2. The Chair will confirm the sub-committee hearing procedures, a copy of which was included in the notice and agenda packs sent to all parties.
3. The Chair will ask the Legal Adviser to inform those present that the sub-committee had a briefing prior to the hearing to confirm the procedure and for clarification on any aspect of the application.
4. The Chair will ask Legal Adviser to confirm the process for questioning and whether there had been any requests for adjournments.
5. The Chair will ask the Licensing Officer if there are any technical issues they feel should be brought to their attention i.e. withdrawal of objector/agreed conditions (Note: If all objections are withdrawn then the Sub-Committee may go straight to point 14.
If all conditions are agreed by all parties then the Sub-Committee may go straight to point 14)
6. The Applicant will present their case. Questions can then be asked of the Applicant by the Responsible Authorities, the interested parties and members of the Sub-Committee.
7. The Responsible Authorities will present their case. Questions can then be asked of the Responsible Authorities by the Applicant, the interested parties, and members of the Sub-Committee.
8. Presentation by any interested party. Questions can then be asked of the interested party by the Applicants, the Responsible Authorities and members of the Sub-Committee.
9. The Chair will ask the Licensing Officer for any comments/ clarifications
10. The Chair will ask the Legal Adviser for any comments/clarifications
11. The Chair will invite closing statements by the responsible authorities
12. The Chair will invite closing statements by the interested parties
13. The Chair will invite closing statements by the Applicant
14. The Chair will announce that the Sub-Committee are retiring for private session. The Legal Officer and Clerk will be invited to also retire.
15. In closed session the Sub-Committee will make their decision. They may ask the Legal Officer for advice during this session.
16. The Sub Committee will return and re-open for public session.
17. The Chair will invite the Legal Officer to present the advice provided during private session.
18. The Sub-committee's decision will be read out either by the Chair or the Chair will invite the Legal Officer to do so.
19. The Chair will inform those present that all parties should receive a written copy of the decision notice within 5 working days, and then close the Hearing.

Licensing Sub-Committee Report

Subject of hearing: **MJMK Limited – Diynamic Festival, Morden Park**

Date: **Monday 13 August 2018**

Time: **10:30am**

Venue: **Merton Civic Centre, London Road, Morden, Surrey, SM4 5DX**

1. Special Policy Area (premises licences and club certificates)

1.1 The premises are not in the special policy area.

2. Type of hearing and powers of the sub-committee

2.1 The sub-committee is required to determine the application by taking such of the steps set out below as it considers necessary for the promotion of the licensing objectives.

2.2 In making their determination the sub-committee must have regard to the Licensing Act 2003, the licensing objectives, guidance issued by the Secretary of State and Merton's Licensing Policy.

2.3 New premises licence: s18

(i) To grant the licence subject to conditions

(ii) To exclude from the scope of the licence any of the licensable activities to which the application relates

(iii) To refuse to specify a person in the licence as the premises supervisor

(iv) To reject the application.

3. Hearing papers

3.1 The applications, notices and representations for determination by the sub-committee are contained in the hearing bundles together with any relevant existing licence. This includes any documents which must be sent to any of the parties to the hearing under Regulation 7(2) and Schedule 3 of The Licensing Act 2003 (Hearings) Regulations 2005. This bundle has been issued to all parties to the hearing.

4. Legal advice to the sub-committee

4.1 A legal officer appointed by the Assistant Director of Corporate Governance and Head of Legal Services will attend the hearing to advise the sub-committee on statutory provision and legal matters.

5. Licensing Officer comments

5.1 This application is for a one day time limited licence. It is to cover Saturday the 8th of September 2018 only.

5.2 The capacity that it seeks to cover is 9,999 people at the event at any one time.

- 5.3 The application seeks authorisation for Films, live music, recorded music and performance of dance to take place between 11:00 to 22:00. The supply of alcohol for consumption on the premises between 11:00 and 21:30.
- 5.4 The applicant has offered 33 conditions in support of the application as part of their operating schedule.
- 5.5 We have received 17 representations regarding this event.

For enquiries about this hearing please contact

Democratic Services
 Civic Centre
 London Road
 Morden
 SM4 5DX

Telephone: 020 8545 3616

Email: democratic.services@merton.gov.uk

Parties to the hearing

This document forms part of the notice of hearing.

The following are parties to the hearing having submitted relevant applications, notices or representations under the statutory provisions indicated:

Applicant	
MJMK Limited	
Statutory Authorities	
None	
Interested Parties	
Councillor Dennis Pearce	Andrew Palfreyman
Elsbeth Clarke	Jayesh Pandya
Gillian Clarke	M Robb
David & Vivienne French	Cynthia Sheeamalan
Joan Hanrahan	Tanya Sothinathan
S & R Harries	Trevor & Patricia Spackman
David Heath-Whyte	Sheeamalan Tharmarajilingam
Clare Heath-Whyte	
Katie Heath-Whyte	
Susan Liang	

London Borough of Merton

**Application for a premises licence to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form.
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.
You may wish to keep a copy of the completed form for your records.

I/We MJMK Limited

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description Dynamic Festival Morden Park Morden			
Post town	London	Post code	SM4

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£TO BE ASSESSED

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as
Please tick yes

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i. as a limited company please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association or please complete section (B)
 - iv. other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
 - statutory function or
 - a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

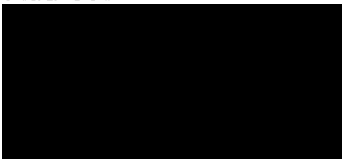
Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over					<input type="checkbox"/> Please tick yes
Current residential address if different from premises address					
Post Town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over					<input type="checkbox"/> Please tick yes
Current residential address if different from premises address					
Post Town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name MJMK Limited
Address 
Registered number (where applicable) 08426728
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

Day	Month	Year
0	8	09 2018

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day	Month	Year
0	8	09 2018

A

Please give a general description of the premises (please read guidance note1)

Diynamic Festival is a single-day 9,999 capacity Electronic Music festival being held at Morden Park. Diynamic is a music label that has been hosting festivals since 2013 in Amsterdam, Istanbul and Brazil. It will be the first edition of the festival in London. The label Diynamic Music was founded in 2006 by Mladen Solomun and Adriano Trolio in Hamburg, Germany.

The festival will run from 11:00 am to 10:00 pm on Saturday September 8th, 2018 with 12 artists from Diynamic's Label performing across 2 stages. The festival will feature a custom designed main-stage and a smaller covered stage. There will be a large and diverse range of food options, several bars and a VIP village. The festival will also have an area dedicated to visual arts. This will range from street art to interactive installations with immersive experiences for guests.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

9,999

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of late night refreshment (if ticking yes, fill in box I)

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors
Day	Start	Finish		Outdoors
Mon			Both	<input type="checkbox"/>
Tue				<input type="checkbox"/>
Wed			State any seasonal variations for performing plays (please read guidance note 5)	<input type="checkbox"/>
Thur				<input type="checkbox"/>
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6)	
Sat				
Sun				

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<p>Please give further details here (please read guidance note 4)</p> <p>To permit the showing of pre-recorded films, music videos and other visual entertainment.</p> <p>State any seasonal variations for the exhibition of films (please read guidance note 5)</p> <p>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6)</p>		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat	11:00	22:00			
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<p>Please give further details (please read guidance note 4)</p> <p>State any seasonal variations for indoor sporting events (please read guidance note 5)</p> <p>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 6)</p>		
Day	Start	Finish			
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 4)		
Tue			Unamplified/amplified music will be via artists singing, DJ, bands and other music of a similar nature.		
Wed			State any seasonal variations for the performance of live music (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat	11:00	22:00			
Sun					

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<p>Please give further details here (please read guidance note 4)</p> <p>Music via a recorded source (DJ, CD, download, etc) for entertainment</p> <p>State any seasonal variations for the playing of recorded music (please read guidance note 5)</p> <p>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6)</p>		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat	11:00	22:00			
Sun					

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<p>Please give further details here (please read guidance note 4)</p> <p>Performance where dance is part of the entertainment.</p> <p>State any seasonal variations for the performance of dance (please read guidance note 5)</p> <p>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6)</p>		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat	11:00	22:00			
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing Dancing by audience/spectators or other miscellaneous activities such as caberet.		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			Please give further details here (please read guidance note 4)		
Wed					
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)		
Fri					
Sat	11:00	22:00	Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)		
Day	Start	Finish		Indoors	<input checked="" type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			Please give further details here (please read guidance note 4)		
Wed					
Thur			State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Fri					
Sat			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 6)		
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finish	Both <input type="checkbox"/>		
Mon			State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Tue					
Wed					
Thur					
Fri			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat	11:00	21:30			
Sun					

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name Marco Anthony Mendes
Date of birth [REDACTED]
Address [REDACTED]
Postcode [REDACTED]
Personal Licence number (if known) [REDACTED]
Issuing licensing authority (if known) North Hertfordshire

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9)
None

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat	11:00	22:00	
Sun			
			Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 10)

Please see attached conditions which promote the four licensing objectives

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance

e) The protection of children from harm

Please tick yes

- I have made or enclosed payment of the fee or
- I have not made or enclosed payment of the fee because the application has been made in relation to the introduction of the late night levy
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable
- I understand that I must now advertise my application

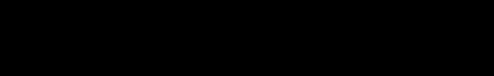
- I understand that if I do not comply with the above requirements my application will be rejected
- **[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships]** I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15)

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (See guidance note 11). **If signing on behalf of the applicant please state in what capacity.**

Declaration	The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
Signature	
Date	02/07/18
Capacity	Poppleston Allen – Solicitors for and on behalf of the applicant

For joint applications signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent. (please read guidance note 13). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

Conditions – Time Limited Premises Licence

Dynamic Festival, Morden Park, Morden, SM4

1. The event will operate a 'No ID, No Entry' policy to 18+ guests only, details of which are included in the Event Safety Management Plan (ESMP).
2. There will be no amplified music or other entertainment after 22:00.
3. A Challenge 25 Policy will be in operation at all bars. Clear signage will be in place informing customers of this policy. The DPS will ensure that all staff are briefed on the acceptable forms of ID.
4. An event and site-specific Event Safety Management Plan (ESMP) will be developed and shared with the Licensing Authority and Safety Advisory Group (SAG) and will be agreed and signed off by the SAG in advance of the event.
5. The event organisers shall have a means of counting in the people entering the event site to ensure that they are able to provide on request, the number of people on site at any point in time to authorised officers .
6. Locked amnesty bins shall be provided for the disposal of alcohol and other waste.
7. The following documentation will be produced in consultation with the SAG.
 - Event Safety Management Plan
 - Event Risk Assessments
 - Event Schedule
 - Site Plan
 - Fire Risk Management Plan
 - Security & Crowd Management Plan
 - Drugs Policy
 - Liquids Policy
 - Alcohol Management Plan
 - Traffic Management Plan
 - Waste Management Plan
 - Medical Management Plan & Risk Assessments
 - Concessions and Retail Management Plan
 - Adverse Weather Plan
 - Crisis Communication Plan
 - Noise Management Plan
 - Construction Phase Plan
 - CCTV Plan
 - Egress Plan
 - Sanitation Plan
8. A reputable and experienced SIA-accredited security and stewarding company will be appointed to ensure public safety and to prevent crime and disorder.

9. All attendees to the event will be subject to search. The search will operate a 3 stage process: Passive Drug Detection Dogs (minimum of 2), Wand Metal Detector, Visual & Physical Search (hands on). All bags will be searched on entry.
10. Searches will only be carried out by SIA Registered staff of the same sex.
11. Passive Drug Detection Dogs and Explosives Detection Dogs will carry out a sweep of the event site following completion of the event build up but prior to the event opening to the public. The catering, merchandise stalls and any customer lockers will be included during this sweep.
12. The Drugs Policy will include NPS and No2/NOS/Nitrous Oxide. No2 will not be permitted on site and any found on entry will be confiscated.
13. Anyone found on entry with more than the agreed quantities for personal consumption (as outlined in the drugs policy) of controlled substances or NPS will be refused entry and the Police informed immediately.
14. Anyone found with an offensive weapon on entry will be refused admittance and the Police informed immediately.
15. Each bar on site shall have a dedicated bar manager or supervisor and team who shall be conversant with the requirements and responsibilities for the sale of alcohol and shall be given written designation of their responsibilities.
16. The DPS shall brief all bar staff before each event. A written record of this briefing shall be kept on site.
17. All drinks shall be sold in either opened cans, PET containers or decanted into polycarbonate vessels. No glass will be permitted into the public festival arena. Glass bottles will be retained behind bars for disposal.
18. The event site will fully accord with both HSE guidance and also Fire Safety measures - an event and site-specific Risk Assessment and Fire Risk Assessment will be undertaken and implemented.
19. The PLH shall carry out a suitable and sufficient risk assessment as well as use the Health and Safety Executive (HSE) "purple guide" on outdoor events to determine the level of first aid provision for the event, such that there is no undue demand on National Health Service resources.
20. All EMERGENCY EXITS, TOILETS AND FIRST AID POSTS shall be clearly indicated, such that it is visible from all parts of the licensed area.
21. The appropriate type and number of fire fighting equipment shall be provided throughout the site. Locations and numbers will be specified in the ESMP.
22. A queuing system will be designed and implemented at the main entrance to minimise waiting time whilst maintaining crowd safety.
23. Crowd Management Stewards tasked with entry lane queue management will wear Hi-Visibility tabards.

24. Loudhailers will be deployed at the entrance to assist Stewards in providing information to customers regarding delays and other pertinent information.

25. A qualified and suitably experienced Noise Management Consultancy will be appointed to produce a Noise Management Plan (NMP) and provide representatives on site during the live hours of the event.

26. Local residents will receive prior notification of the event including details of the event timings. The distribution radius for the notification letter will be agreed with the Local Authority. This is to include local businesses that may be affected by attendees to the event during ingress and egress.

27. A noise "hot line" number will also be included to allow residents to contact an event representative should they need to make a complaint during the event.

28. A number of portable toilets will be positioned off site in locations (to be agreed with the SAG) on the ingress and egress routes to assist in reducing instances of public urination.

29. The PLH shall have in place an arrangement (contract) with a reputable waste management company to manage the event site and externally affected areas for the duration of the event and a post event clean up .

30. No person under the age of 18 will be permitted to enter the event site.

31. A Lost Child and vulnerable person procedure will be in place and will be detailed in the ESMP . This will outline action to be taken in the event that under 18's attempt to gain entry to the event or are discovered within the event perimeter.

32. The Applicant must continue to liaise with the local community to address the concerns that have been raised regarding the event.

33. The site will be cleared of members of the general public by 23:00

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)

Kevin Jackaman
Poppleston Allen Solicitors The Stanley Building
7 Pancras Square

Post town	London	Post code	N1C 4AG
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Telephone number (if any)	0203 859 7756
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If you would prefer us to correspond with you by e-mail your e-mail address (optional)

k.jackaman@popall.co.uk

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.

- any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
 10. Please list here steps you will take to promote all four licensing objectives together.
 11. The application form must be signed.
 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
 14. This is the address which we shall use to correspond with you about this application.

15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified):

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds;
 or
 - (iv) self-sufficient e.g. bank statements.

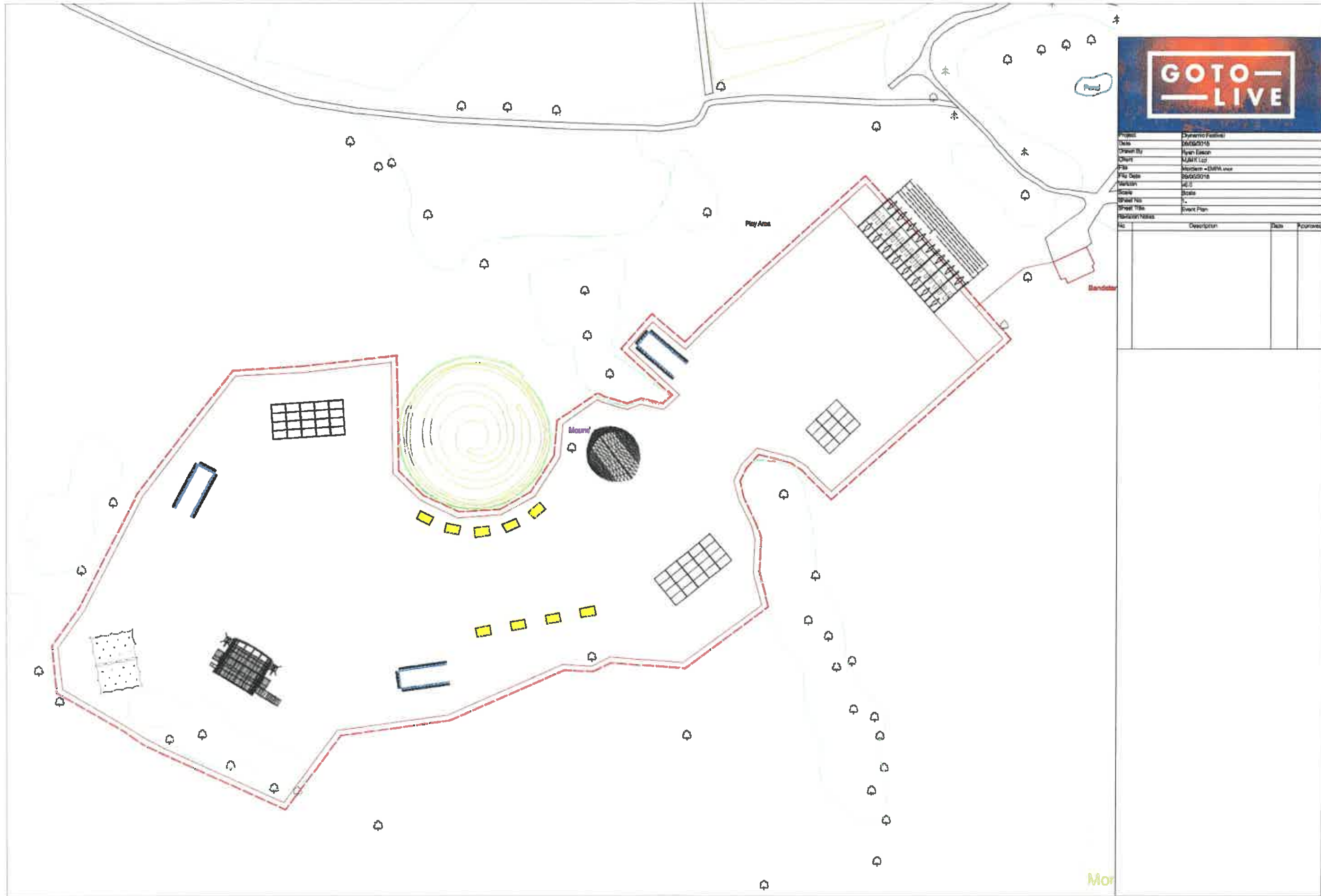
Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.



Project	Dynamic Festival
Date	06/05/16
Drawn By	Hyun Eunsoo
Client	NAJIK LTD
File	NAJIK - 02/16/16
File Date	06/05/16
Version	1.0
Scale	Scale
Sheet No.	1
Sheet Title	Event Plan
Revision History	

No.	Description	Date	Approved

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Event Safety Management Plan – Summary Document

Document Title:	Event Safety Management Plan
Date:	12/07/18
Version:	2
Author:	Name: Ryan Esson Position: Director Company: GoTo Live Ltd Email: ryan@gotolive.co.uk

1. Introduction

Dynamic Festival London is a 1-day music event premiering in 2018. The event is organised and managed independently by MJMK Ltd. As organisers, MJMK Ltd will hold lead responsibility in promoting the four licensing objectives in the Licensing Act 2003.

2. Event Schedule

The proposed timings of the build and derig are below:

- Build commences: 03/09/2018
- Build complete: 07/09/2018
- Derig commences: 09/09/2018
- Derig complete: 12/09/2018

The proposed timings of the live event are below:

08/09/2018 - 11:00 – 22:00

Doors: 11:00

Music: 11:00

Alcohol: 11:00 – 21:30

Music Curfew: 22:00

Site Clear: 23:00

3. Venue and Site Design

The main vehicle access is via the Morden Park Car Park, accessible from the A24, London Road. Pedestrian access to the site will be via the Morden Park Car Park, accessible from the A24, London Road.

4. Capacity

Maximum Capacity – 9,999

5. Security & Crowd Management

Stewarding & Security

The Stewarding & Security company for this event is Showsec

The main responsibility of stewards is crowd management, static guarding of entrances and gates and entrance searches. They are also there to assist the police and other emergency services where necessary.

- 1 SIA licensed operative per 100 customers – 100 security operatives
- Additional steward and security as required by the site lay out.
- Additional steward and security external to the site throughout the day

6. Transport & Traffic Management

CPA limited appointed as traffic and transport management company

- Operatives managing pick up and drop off point
- Operatives managing customer access from the A24 into the event site.
- Operatives to manage taxi pick up and drop off points
- Full liaison with Merton council

7. Food Traders

A selection of catering outlets available to the audience will be provided and managed by the Event organisers.

The Event Directors will have specific responsibility for the management of concessions.

8. Bars & Alcohol

There will be 2x main bar serving alcoholic and non-alcoholic beverages at the Event as well as 2x further bars available for VIP guests in the VIP area.

Bar layouts and locations – please see the site plan.

Operation times of the bars:

- 08/09/2018 – 11:00 to 21:30

- There is a total of 65 meters of bar service

9. Sanitary Facilities

Portable sanitary provision for male, female and wheelchair users will be provided in the form of chemical flushing units and urinals.

We have also increased the minimum amount required by 20% to negate any QUEUE LENGTHS. Total recommended provision based on the guidance:

- 79 portaloos
- 13 4-bay urinals
- 2 special needs toilet

Toilet numbers for attendees of Diynamic Festival London:

1. Disabled provision: 2 wheelchair accessible units consisting of hand wash basin, grab rails and ramps.
2. 85 single units
3. 17 4-bay urinals

In addition toilets will also be located in the VIP area and welfare and medical area.

Toilets are also available in areas not accessible to public admittance i.e. traders, bar, artists, first aid, staff and crew.

Toilets will be provided on the external area to the site to prevent public urination.

10. Medical, Ambulance and First Aid Management

The proposed levels of medical cover for this event will be:

- 2x Paramedic Ambulance
- 12x First Aiders
- 1x Doctor
- 2x Nurse
- 4x Ambulance Personnel
- 1x Medical Manager

11. Barriers and Fencing

Steel Shield

Flat, smooth faced fencing (3m high) known as Steel Shield fencing will be erected as the external fence line to create a secure site perimeter to prevent unauthorised access to members of the public and audience.

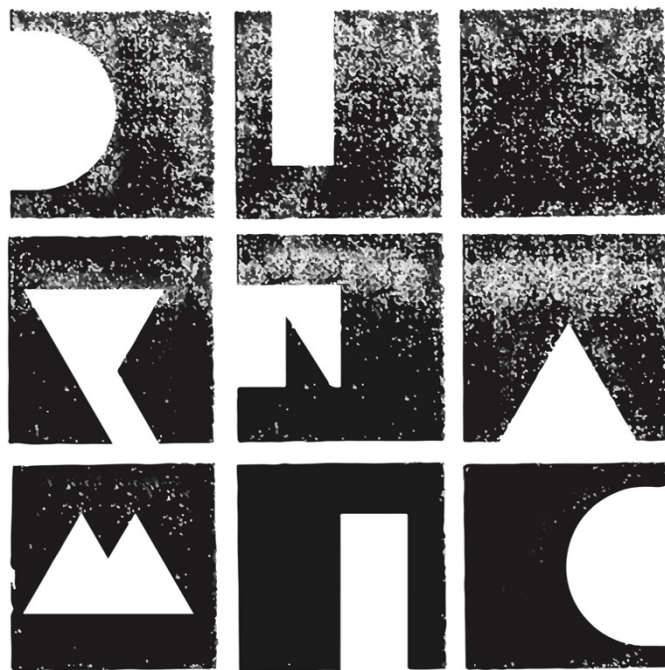
12. Acoustic Noise Management

F1 Acoustics have been appointed to undertake acoustic noise management at the festival. F1 have a proven track record as specialists of managing music noise levels at live and festival events.

F1 will produce a noise management plan in advance of the event, provide technicians to monitor on site levels and the subsequent off-site levels to ensure that levels are in line with the levels agreed with the local authority.

F1 will provide a post event summary report including the monitored levels captured during the event.

The festival organisers will set up and maintain a hotline number for residents to call directly should they wish to complain about noise. If a complaint is received, then F1 Acoustics will attend the property and monitor the levels to ensure that the levels within the agreed levels.



Event Safety Management Plan

Document Title:	Event Safety Management Plan
Date:	12/07/18
Version:	1
Author:	Name: Ryan Esson Position: Director Company: GoTo Live Ltd Email: rvan@cotolive.co.uk [REDACTED]

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- Appendix P – Crowd Management Plan
- Appendix Q – Drugs & Alcohol Policy
- Appendix R – Alcohol Management Plan
- Appendix S – Waste Management Plan

DRAFT

1. Introduction

Dynamic Festival London is a 1-day music event premiering in 2018. The event is organised and managed independently by MJMK Ltd. As organisers, MJMK Ltd will hold lead responsibility in promoting the four licensing objectives in the Licensing Act 2003.

The event consists of the performance of live and recorded music and the sale by retail of alcohol. The regulated entertainment and sale by retail of alcohol are covered by one premises license.

The event is held at Mordern Park.

The event will be held on the 8th of September 2018.

MJMK Ltd have retained the services of GoTo Live Ltd to deliver all operational and production aspects of the event, including event management, health & safety planning and license compliance.

GoTo Live is an established, reputable and market leading event management and production company based in the UK. Since its inception in early 2015 GoTo Live has delivered some of the most iconic events and festivals throughout Europe, ranging from small audiences of 500 to large 80,000 capacity festivals. The management team collectively retain 30+ years of experience within the events, music and leisure industries. Examples of some of the events that we helped deliver in 2017 include Parklife Festival (80,000), Latitude Festival (40,000), Bingley Music Live (15,000), Jika Jika presents Drumcode (5,000), Elrow Edinburgh Halloween (10,000), Eroica Britannia (7,500), The Warehouse Project (70,000 over 8 weeks), The UK Festival Awards (600+) and many more.

2. Purpose of the Event Safety Management Plan

This document, the Event Safety Management Plan (ESMP), relates primarily to the planning and management of Dynamic Festival London. It is designed specifically as a document for responsible authorities and presents a methodical approach to overall event planning. The document includes chapters on crowd management, transport management, first aid, contingency planning and crisis management. Specific chapters on these and other items are covered in this document.

The Event Safety Guide HSG 195 and industry standard guidance has been adopted as the standard for planning and managing this event.

3. Licensing Objectives

Dynamic Festival London has undertaken a full evaluation of its proposed activities with due regard to the promotion of all four licensing objectives. A competent team of event professionals and specialists have been appointed to design, plan and safely deliver Dynamic Festival London with minimal impact to the local community and the least possible inconvenience to surrounding business and residents.

The planning process involves full and on-going consultation with the Event Safety Advisory Group (ESAG) and Multi-Agency Meetings (MAM) through formal group meetings and appropriate discussions and meetings with individual ESAG & MAM partners. Including various representatives from the City Council, the emergency services and other relevant agencies.

The planning and consultation process is key in the development of a comprehensive Event Safety Management Plan (ESMP) for the event. The ESMP examines all aspects of our activities and the steps to be taken to ensure a safe and successful event that takes full account of all four licensing objectives. The ESMP covers all aspects of the event in detail and sets out the various measures to be taken and policies to be followed by Dynamic Festival London.

Specific measures that are designed to ensure the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm are detailed throughout the ESMP.

The prevention of crime and disorder

The event management team will coordinate with stewarding (crowd management) and security staff and Police to ensure procedures are in place for combating crime and disorder. Where appropriate and in accordance with the Security Industry Authority regulations, stewards and security operating will be SIA registered; all supervisors of

stewards will be SIA registered; all crowd management personnel will be trained to NVQ Level 2 or equivalent or as necessary in accordance with legislation.

The event site will be enclosed within a secure perimeter fence. This will be subject to regular security patrols. Entrance to the event is strictly by ticket and purchase of a ticket requires acceptance by customers of the event Terms and Conditions. Entrance points to the event will be tightly controlled by SIA licensed staff who will refuse admission to anyone breaching the terms and conditions. Ticket holders and their belongings will be subject to searching by the security team.

The stewarding and security team, with sufficient numbers of appropriately trained personnel, will be in operation within the event site. The security team will monitor the event at all times to prevent criminal and/or disorderly behaviour. Any persons found to be undertaking criminal activities will be apprehended/removed and anyone displaying disorderly behaviour will be ejected. The event operates a strict no readmissions policy for such offenders.

The Designated Premises Supervisor will strictly control all sales of alcohol to customers and a Check 25 system will be in operation. The event will operate and actively enforce a zero-tolerance policy on drugs. This will be communicated to attendees via social media updates prior to the event, and signage at the event entrance and around the site. Drug amnesty bins will be in position at all entry points leading into the event site.

The use of a two-way radio system by both security and the event management teams will allow effective, responsive communications at all times which will assist with surveillance of the audience and circulation of appropriate intelligence.

Public safety

Public safety is of paramount importance to Dynamic Festival London. It is in the interests of the organisers to ensure that their customers have a safe and enjoyable experience. The event management team will consult with the ESAG on the proposals within the Event Safety Management Plan to ensure all plans are in accordance with the licensing objectives. The event plans have been developed to meet guidance under the Event Safety Guide (HSG 195) and Managing Crowds Safely (HSG154). These plans will be developed through consultation with each agency.

The event management team has appointed Ryan Esson of GoTo Live Ltd as the nominated Safety Officer and Advisor.

The event site has been carefully designed to safely and comfortably accommodate the proposed occupant capacity and there is sufficient exit width to allow safe emergency evacuation should the need arise. Comprehensive ingress/egress, emergency evacuation plans and occupant capacity calculations have been prepared and are included in the Event Safety Management Plan.

A suitably experienced and competent crowd management and security company will be appointed to provide advice on such matters. A crowd management plan will be produced, together with a stewarding and security deployment schedule and will be included in a later version of this document.

A comprehensive event risk assessment has been prepared and included as an appendix to this document including a fire risk assessment. The risk assessment details the measures to be taken to minimise risk to acceptable levels across all activities. The risk of danger to public safety is addressed in this risk assessment.

A specialist event medical provider will be appointed to provide medical provision and supporting infrastructure to the event; this will include an onsite medical treatment facility suitable for treating minor injuries and triage for assessment of other injuries. Patients that may require transport to a local hospital will be transported by our medical contractor in a private ambulance. Medical provisions have been suitably calculated using guidance from the Event Safety Guide (HSG195). The scoring for medical provisions at the event are included as an appendix to this document.

A welfare facility will be provided onsite to ensure customers have access to basic welfare needs, advice and support. In addition, the provision of adequate toilet facilities and the provision to purchase food and soft drinks will be in place. Drinking water will be available free of charge at each bar, welfare area, and front of stage barrier.

Suitability and design of all temporary structures is outlined within the ESMP and the risk assessment. All appropriate documentation is collated from contractors, paying particular attention to design, structural calculations, wind loading, imposed loads, liability insurance, method statements and risk assessments.

A site wide inspection will be undertaken before the event is open to the public and at the beginning of each day. These inspections will be undertaken by Dynamic Festival London Event Management, Safety Advisor, and representatives from the ESAG.

The prevention of public nuisance

Dynamic Festival London is committed to producing an event that has a minimal impact upon the surrounding area, local community and nearby residents.

The potential for noise nuisance has been recognised by the Dynamic Festival London event management team and a suitable noise management plan will be drawn up to control and minimise the risk of this becoming a nuisance. We will ensure appropriate noise control levels are in place in accordance with the Code of Practice on Environmental Noise Control at Concerts. Noise measurements will be taken at mixing desks and nearest noise sensitive premises to ensure appropriate noise levels are not exceeded.

Early event finish times are specifically planned to limit noise nuisance to residents in the surrounding area. The early finish times have also been reflected in the overall plans to aid the migration of attendees at the end of the event to meet public transport connections. Consequently, attendees of the event are not stranded in the local area after the event.

The event management team will ensure there is a suitable and sufficient waste and cleansing operation both in the event site and the immediate surrounding area.

The event management team will ensure that local residents and businesses are consulted of such specific event plans to ensure their views are considered and concerns, where practicable, are addressed.

Provision of adequate numbers of temporary toilets will eliminate any potential nuisance that could result from inadequate facilities.

Proactive management of event traffic will ensure that disruption to the local road network and its users is kept to a minimum. A robust Traffic Management Plan drawn up in consultation with the relevant agencies will operate with support from a professional traffic management and signage company.

The protection of children from harm

The event is for persons aged 18 and over. We recognise that it is illegal to sell alcohol to or purchase alcohol for any persons under the age of 18 years. The event will operate the national Challenge 25 policy. Staff serving alcohol will challenge any persons who they believe may be under the age of 25 years and will request that they produce valid photographic identification.

4. Planning and Management

It is our aim to demonstrate effective management of the event and to ensure a safe and enjoyable event. The management responsibilities below illustrate the event's management staffing structure.

The event directors are the persons responsible for all aspects of licensing and public safety as scheduled in the conditions of license, the event organiser. Those persons are named as Marco Mendez and Jake Kazumov of MJMK Ltd. The event directors have appointed Ryan Esson, Event Manager, as their nominated deputy to deliver all operational and production aspects of the event. Ryan Esson, Event Manager, will also fulfil the role of Event Safety Officer and Advisor to oversee all aspects of Health, Safety & Welfare planning and Licensing Compliance for the event. Ryan Esson, Event Manager, has also appointed Chris Hill, Site & Production Manager, as his nominated deputy to oversee and implement all aspects of site and production delivery of the event.

A. Event Management Team

Event Directors

Marco Mendez and Jake Kazumov of MJMK Ltd are responsible for the overall delivery of the project, including artist booking, marketing & PR, ticket sales, sponsorship and financial management. The Event Organisers or their nominated deputy will always be present and available on the radio during the hours of licensable activity.

The Designated Premise Supervisor, Marco Mendez, authorises the sale of alcohol onsite. The Designated Premise Supervisor will be onsite at all times during the sale and supply of alcohol.

Event Manager

Ryan Esson of GoTo Live Ltd, is responsible for producing, delivering and implementing all production and operational aspects of the event. The Event Manager will always be present and available on radio during the hours of licensable activity. The Event Manager will report directly to the Event Directors and attend Multi Agency Meetings to ensure any issues raised at these meetings are addressed directly.

Event Safety Officer & Advisor

Ryan Esson of GoTo Live Ltd, is responsible for overseeing and implementing all health, safety & welfare aspects and licensing compliance for the event. The event safety advisor will be present and available on radio during the hours of all licensable activity. The Event Safety Advisor will report directly to the Event Manager and attend Multi Agency Meetings to ensure any issues raised at these meetings are addressed directly.

Site & Production Manager

Chris Hill of GoTo Live Limited, is responsible for the booking of contractors throughout the planning process and for all site logistics and infrastructure during the build, show days and breakdown. They are also responsible for all onstage infrastructure – lights, sound, video etc. and have an active role in monitoring and informing the Event Manager or his deputies of running orders and running times in order to ensure curfew compliance.

B. Event Contacts

Internal Contacts¹

Job Title	Person	Company / Department	Mobile / Email	Radio Channel
Event Control				
Event Director & DPS	Marco Mendez	MJMK Ltd		
Event Director	Jake Kazumov	MJMK Ltd		
Event Manager	Ryan Esson	GoTo Live Ltd		
Event Safety Advisor	Ryan Esson	GoTo Live Ltd		
Site & Production Manager	Chris Hill	GoTo Live Ltd		
Head of Security		Showsec		
Medical Manager		EMS Medical		
Noise Management Consultant		F1 Acoustics		
Bars Manager				
Concessions Manager				
Production Office Manager				
Artist Liaison & Talent Booker				
Stage Manager				
Traffic Manager				

¹ As the event is currently subject to a premises licence being granted by the local authority, only tentative resourcing of personnel has been able to occur. Following the decision on the premises licence being granted, personnel will be confirmed and named here.

Infrastructure & Services Suppliers ²

Service	Contact	Company	Mobile / Email
Local Crew			
Main Stage Canopy Structure			
Main Stage Decking			
Bar Structure			
Heras Fencing, Pedestrian & Met Barrier			
Mojo Barrier			
Cabins			
Power			
Water			
PA & LX			
Waste Management			
Toilets & Servicing			
Furniture			

² As the event is currently subject to a premises licence being granted by the local authority, only tentative resourcing of suppliers has been able to occur. Following the decision on the premises licence being granted, suppliers will be confirmed and named here.

C. Roles & Responsibilities

<p>Event Directors Marco Mendez Jake Kazumov</p>	<ul style="list-style-type: none"> - Nominated person with overall responsibility for the event - Liaison with licensing authorities, Event Safety Advisory Group and Event Management Team. - Responsible for ensuring the correct contracting and payment of artists - Ensuring licensing objectives are met
<p>Event Manager Ryan Esson</p>	<p>Responsible to the Event Organiser for:</p> <ul style="list-style-type: none"> - Nominated person for implementing emergency evacuation procedures, contingency plans and crisis management plans - Liaison with licensing authorities, Event Safety Advisory Group and Event Management Team. - Ensuring licensing objectives are met - Liaison with Bar Manager for all bar operations. - Liaison with beverage supplier in relation to supply of beverages for the bars. - Responsible for the overall management and deployment of staff onsite. - Overall responsibility for managing the event budget. - Responsible for the suitability of the venue and it's upkeep during the tenancy of the event - Ensuring contractors comply with appropriate health & safety policies and procedures whilst onsite. - Nominated Event Manager in the event of the contingency plans being activated - Responsible for the suitability of the venue and it's upkeep during the tenancy of the event - Liaison with licensing authorities, Event Safety Advisory Group and Event Management Team. - Liaison with Site & Production Manager and Safety Advisor to ensure health & safety policies are enforced - Nominated event manager in the event of the contingency plans being activated - Liaison with Safety Advisor to ensure appropriate levels of medical provision, stewarding provision, and cleansing provision is achieved. - Ensuring licensing objectives are met - Liaison with Artist Booker on the programming of performances - Liaison with Production Manager and Artist Liaison on technical and dressing room riders. - Liaison with Marketing Manager - Liaison with Bar Manager for all bar operations - Ensuring appropriate health & safety policies including risk assessments, working procedures and insurances are provided by contractors. - Ensuring contractors comply with appropriate health & safety policies and procedures whilst onsite. - Liaison with the venue on site stipulations, site preparation, reinstatement, recovery and handover. - The coordination of cleansing operations. - Liaison with Bar Manager and Catering concessions, merchandise and other concessions - Responsible for budget monitoring in area pertaining to role. - Responsible for Traffic Manager to ensure appropriate traffic management. - Working with the Safety Advisor in coordinating appropriate crowd management and medical cover.

Event Safety Management Plan

	<ul style="list-style-type: none"> - Liaison with Stewarding and Security Services, and medical organisations prior to the event and onsite during the event. - Responsible for Welfare team and facilities. - Liaison with Rail Services - Liaison with Car Park contractor
<p>Event Safety Officer & Advisor Ryan Esson</p>	<p>Responsible to the Event Directors for:</p> <ul style="list-style-type: none"> - Overall responsibility for coordinating and managing health and safety in accordance with the HSW Act 1974 including the review and upkeep of risk assessments. - Overall site safety - Ensuring licensing objectives are met - Responsible for event safety plans and advising on emergency evacuation procedures, contingency plans and crisis management plans - Liaison with licensing authorities, Event Safety Advisory Group and Event Management Team. - Liaison with Noise Consultant and Environmental Noise Control. - Ensuring appropriate health & safety policies including risk assessments, working procedures and insurances are provided by contractors. - The collation of site contractor health & safety files including structural calculations for temporary demountable structures. - Ensuring contractors comply with appropriate health & safety policies and procedures whilst onsite. - Overall responsibility for CDM. - The recording of medical incidents onsite in accordance with RIDDOR. - Working with the Event Manager in coordinating appropriate crowd management and medical cover. - Liaison with Stewarding and Security Services, and medical organisations prior to the event and onsite during the event. - Nominated Safety Officer/Advisor in the event of the contingency plans being activated
<p>Site & Production Manager Chris Hill</p>	<p>Responsible to the Event Manager for:</p> <ul style="list-style-type: none"> - Overall responsibility for site management. - Responsible for the suitability of the venue and it's upkeep during the tenancy of the event - Procurement of infrastructure items and services - Overseeing of site build, breakdown and recovery periods in accordance with schedules agreed with the event manager and contractors. - Ensuring and maintaining site safety in accordance with the HSW Act 1974 during the tenancy of the event site. - Ensuring appropriate health & safety policies including risk assessments, working procedures and insurances are provided by contractors. - Liaison with dedicated stage construction manager to ensure schedules are maintained. - The collation of site contractor health & safety files including structural calculations for temporary demountable structures. - Ensuring contractors comply with appropriate health & safety policies and procedures whilst onsite. - Working with the Safety Advisor in ensuring the signing-off of contractors' work. - Liaison with the Safety Advisor on CDM & site safety measures. - Liaison with the venue on site stipulations, site preparation, reinstatement, recovery and handover. - The coordination of cleansing operations.

Event Safety Management Plan

	<ul style="list-style-type: none"> - Procurement of suppliers competent to undertake infrastructure requirements. - Power supply requirements to all areas of site. - Liaison with Bar Manager and Catering concessions, merchandise and other concessions for load-in and location. - All plant and vehicle hire including daily inspections in accordance with plant hire procedures. - Responsible for the delegation of duties to site supervisors and site crew. - Monitoring and control of work allocated to site supervisors and site crew. - Responsible for budget monitoring in area pertaining to role. - Liaison with tour managers and artists on the appropriate levels of production - Liaison with Artist Liaison on artist schedules - Working with the Event Manager and stage supplier in arranging for the planning of stage requirements, installation of stage and associated structures. - Working with the PA & Lighting contractors ensuring appropriate levels of production and installation of production. - Working with the event manager ensuring appropriate power supply to all areas of production. - Providing specifications to Event Management on production and logistic requirements - Management and coordination of stage managers, all production personnel and production crew. - Maintaining Production Schedule - Maintaining Performance Schedule & Running orders - Responsible for coordinating local, technical and site crew.
Head of Security	<p>Responsible to the Event Manager for:</p> <ul style="list-style-type: none"> - Guidance to members of the public regarding site and event information. - Supporting Traffic Management as directed - Supporting Greater Manchester Police - Recruitment of suitable personnel appropriate to role requirements - Deployment of stewarding and security personnel - Supporting the monitoring of crowd density and crowd situations with a view to public safety. - Central Communications within event control - Maintaining security and access to the arena, backstage areas, artist and staff car parks. - Liaison with the Head of Operations, Event Safety Advisor, Event Manager and GMP on event and contingency planning.
Medical Manager	<p>Responsible to the Event Manager for:</p> <ul style="list-style-type: none"> - Adequate first aid cover has been planned for and provided - Ensuring appropriate levels of cover, facilities, communications and contingency plans - Advise on matters pertaining to first aid and medical cover - Record all treatments and hand over to the data to event management post event. - Central Communications within event control
Stage Managers	<p>Responsible to the Site & Production Manager for:</p> <ul style="list-style-type: none"> - Coordination with Production Manager, Production Personnel, Artist Liaison and Tour Management. - Maintain performance schedule on stage - Responsible for coordinating technical and site crew allocated to stage.

Event Safety Management Plan

Artist Liaison	<p>Responsible to the Site & Production Manager for:</p> <ul style="list-style-type: none"> - Prepping of artist dressing room and catering riders - Advancing with tour managers, band managers on dressing room/ catering riders, passes etc. - Meeting and greeting of artists, tour managers and artist managers. - Prepping and cleaning of dressing rooms - Responsible to the Production Manager and Stage Manager in ensuring artists maintain schedule.
Traffic Manager	<p>Responsible to the Event Manager for:</p> <ul style="list-style-type: none"> - The planning and application of Road Closures, Temporary Traffic Regulation Orders, Footpath Closures - Implementation and upkeep of road closures and TTRO's including all necessary signing and coning to schedule. - Clearance of road closures and equipment to schedule - Liaison with Council Parking Services - Liaison with Rail and Bus companies for enhanced services in support of event egress - The planning and implementation of bus pick up and drop off points.
Bar Manager	<p>Responsible to the Event Manager for:</p> <ul style="list-style-type: none"> - Responsible for management of bar operations onsite - Staff rotas and allocation of roles - Stagg Management - Stock Control - Operational Training of Staff

D. Construction Phase Plan

The build and break phases of Dynamic Festival London come under Construction (Design and Management) Regulations 2015 (CDM 2015). The event is not a notifiable project under CDM through the HSE's F10 system as the construction phase is under 30 days and involves less than 500-person days.

As principal contractor (PC) for Dynamic Festival London, GoTo Live Ltd. (GTL) is responsible for the coordination of the activities of both its own operatives and those of subcontractors, to ensure as far as reasonably practicable, that all works are carried out in a manner that protects the health, safety and welfare of all employees and the general public.

Duties include compliance with all current safety legislation and close liaison with the Event Safety Advisor (ESA). This will ensure that any matters that affects the Construction Phase Plan (CPP) is relayed to the ESA thereby ensuring that the CPP remains current and effective for the entire duration of the project.

The event manager has specific responsibilities for the day-to-day running of this site and reports directly to the client, Dynamic Festival London.

All structures will be signed off by the installing contractor and the event safety advisor and a completion certificate will be produced and kept on file for inspection by any responsible authorities.

For structures and staging that include rigging of AV equipment, décor or any other items, the guidance and associated sign-offs included in 'Guidance for the Management & Use of Stages and related temporary structures 2015' will be used.

Please see Appendix G Construction Phase Plan for more information.

E. Insurance

Dynamic Festival London will be taking out £10million Public Liability and £5million Employers Liability Insurance for this event.

Please see Appendix L for Insurance.

5. Event Schedule

The proposed timings of the build and derig are below:

- Build commences: 03/09/2018
- Build complete: 07/09/2018
- Derig commences: 09/09/2018
- Derig complete: 12/09/2018

Please see Appendix I – Site & Production Schedule for detailed build & derig schedule.

A multi-agency site inspection has been scheduled for TBC.

The proposed timings of the live event are below:

08/09/2018 - 11:00 – 22:00

Road Closure Active: TBC

Doors: 11:00

Alcohol: 11:00 – 21:30

Music Curfew: 22:00

Site Clear: 23:00

Road Closure Lifted: TBC

6. Venue and Site Design

The main vehicle access is via the Morden Park Car Park, accessible from the A24, London Road. Pedestrian access to the site will be via the Morden Park Car Park, accessible from the A24, London Road.

During the event, all entrances/exits will be stewarded, well-lit and signposted with individual references. The references are identified on site plans in event control for accuracy when communicating and are also included as an annex to this document.

The event site has been designed taking into consideration site topography, emergency vehicle access, audience access/egress, audience circulation, queuing times, viewing space and emergency evacuation times and means of escape.

The nearest A&E department is St Helier Hospital, Wrythe Ln, Sutton, Carshalton SM5 1AA

Fire & Rescue service and Police Stations are located at 180 Burlington Rd, New Malden KT3 4RW and 15-23 Queen's Rd, Wimbledon, London SW19 8NN respectively.

There will be no audience car parking facilities for this event. Attendees are encouraged to use public transport.

Site Access

Pre and post event: All vehicles will access the event site from the Production entrance. Vehicles will enter through the site entrance (Blue Gate) which leads into the event site production area.

No vehicles, other than emergency vehicles responding to an incident, artist transport and concessionaires prior to curfew will be allowed access.

Access for artists during the event is via drop off at Blue Gate.

Access for attendees of the event itself will be on foot, via Morden Park Car Park, London Road.

Proposed access times for public attending the Event are as follows:

<i>Date</i>	<i>Entry gates & wristband exchange</i>
08/09/2018	11:00 – 20:00 (last entry)

7. Capacity

The initial process undertaken to establish capacity is as follows:

- The overall space
- Available viewing area
- Density profile
- Potential capacity

Capacity can therefore be defined as how many people can safely watch the event. However, in addition to the above there are a number of other control measures in establishing capacity that have also been considered.

They are:

- How people get there
- Queuing times
- Means of escape
- Evacuation time
- Historical data

In calculating the various capacities guidance has been taken from:

- The Event Safety Guide (The Purple Guide), the event industry standard on entertainment, primarily music led which focuses on the application of the HASAW Act and supporting regulations in relation to events.
- The Guide to Safety at Sports Grounds (The Green Guide) enables the identification and implementation of measures necessary to ensure the reasonable safety of spectators at sports grounds.
- The Fire Safety Risk Assessment guide has its basis under the Fire Regulatory Reform Orders and gives guidance and advice on how to avoid fires and to ensure people's safety if a fire does start.

In each guide there are inconsistencies in relation to crowd densities.

1. 2 persons per square metre (maximum density Event Safety Guide)
2. 4.7 persons per square metre (maximum open space density Guide to Safety at Sports Grounds)
3. 3.3 persons per square metre (maximum standing density Fire Risk Assessments)

It must be emphasised that these figures are guidance in relation to the particular event the guide supports. However, the methodology to calculate the overall capacity is a function of four factors;

1. the time it takes to get into a venue (Entry Capacity);
2. the size of the viewing area (Holding Space);
3. the audience profile (the density at which the audience will accept); and
4. the emergency evacuation time (Egress & Exit Capacities).

The safest capacity is the lowest of these four figures.

Entry Capacity

An entry capacity of 12,960 can be calculated for the event using the following calculations and taking into consideration the following conditions and assumptions.

Although some people will arrive prior to the gates opening until the last act are mid-way through their set, for calculation purposes a "window" based on experience from previous events during which time the majority will arrive has been assumed. Therefore, an ingress time of 9 hours is acceptable with ingress actually occurring for a period of 11:00 to 20:00.

It is anticipated that the peak period of ingress will fall between 13:00 - 16:00. A flow rate of 2 persons per minute per lane has been calculated. This is the processing time allowing for ticket show, ticket scan, wristband application and search.

The audience profile is generally able bodied, active persons aged predominantly 25 – 32.

In theory an entry capacity of 12,960 can be achieved via a maximum flow rate of 1,440 persons per hour. This equates to 2 persons per minute per point of entry over a 9-hour period.

12 Entry Points x 2.0 persons per minute = 24 persons per minute
Multiply by 60 minutes = 1,440 person per hour
Multiply by 9 hours = 12,960 persons

Size of the Viewing Area (Holding Capacity)

The size of the stage viewing areas is generally dependent upon the space available for watching the entertainment. Some of the site will be taken up by structures, which will be unoccupied and as such these areas are deducted from the available area. Natural sight lines should also be considered.

The size of the stage viewing areas after deducting such areas is 6,978sq./m. Applying the calculations in the Event Safety Guide of 2 people per sq./m to the available viewing space would give a **holding capacity of 13,956**.

Audience Profile and Densities

Based on the audience profile, using attendance at previous Dynamic & MJMK Ltd Events it is evident that there is a mixed audience with an approximate 50:50 male and female split. The audience is general able bodied, active persons, aged predominantly between 25 – 32 and is well behaved and good natured.

Experience of such an audience profile at this type of event reflects how the audience will behave. The front of stage area will experience a much higher density than the rear of the event site with the audience choosing which area they wish to view from.

Broadly speaking the densities are broken into three areas:

1. **Front of Stage** densities are likely to be higher than set out in guidance. Densities here will exceed the 0.5m/sq. per person and are more likely to be 0.4 m/sq. per person for approximately 45% of the gross viewing area.
2. **Viewing area to the rear and sides of the stage areas.** Here the density will be lower and not likely to exceed the guidance density i.e. 0.7 m/sq. per person for approximately 55% of the gross viewing area.
3. **Circulation space around the food concessions, bars and toilets.** The density is likely to be below the guidance density of 2 persons per sq./m.

Applying the increased densities beyond the 2 person per sq./m calculates the capacity at xxxx and gives a revised holding capacity of **13,333**.

Capacity calculations do not consider the area available within the bars or toilet areas.

Normal Egress Exit Capacity

Exit capacity is the number of people that can enter into a free-flowing exit route. Emergency exit capacity is different, that it is the time taken for people to reach a place of safety and is discussed in point 5 below.

When applying exit calculations, similarly with capacity calculations there is again difference in guidance. The Event Safety Guide refers to The Guide to Safety at Sports Grounds which suggests a recommended rate of passage of between 66 – 82 persons per metre width subject to stepped or flat egress. The Fire Safety Risk Assessment suggests a rate of escape - flat of 109 persons per metre width per minute.

The differing figures in the guidance available have their own controls which must be applied when establishing figures. Therefore, consideration has been given not to use the highest figures to get the highest calculation.

As Diynamic Festival London is a greenfield site and not sports stadium the flow rate calculation has been reduced to take into account that egress, although unhindered in terms of it being well lit with well maintained routes to exit.

Considering this, exit rate of 82 persons per metre width has been applied.

Egress at Diynamic Festival London is via the main entrance/exit. A total of 40m exit width.

An exit capacity of 10,250 can be achieved via a maximum flow rate of 410 persons per minute. This equates to 82 persons per minute per metre exit width over a period of 25 minutes.

The calculation also assumes average weather with relatively good ground conditions. Only severe wet weather will impact the flow rate to any degree where under such circumstances the overall attendance is likely to be proportionately reduced.

Emergency Egress Exit Capacity

In conjunction with the Diynamic Festival London emergency evacuation procedures and other contingency plans dealing with show stopping arrangements and in the event of an emergency egress from site, all available entry exit points will be used. The availability of entry exit points is obviously dependent upon the location and nature of the incident necessitating the emergency evacuation. For this reason, the larger of the entry/exit points is discounted from the emergency evacuation exit calculations.

As mentioned in section 4 above, emergency exit calculations are about the time taken for people to reach a place of safety. In a football stadium, depending upon the nature of the emergency, this could be the pitch; in a theatre or arena style set up, a safe distance from the venue, thus outside. On a 'greenfield' site there may be many places of safety not necessarily outside the venue and it is generally big enough to move people around and not necessarily leave the site.

In the case of Diynamic Festival London, arrangements have been made to include exits to the sides of the stages and in particular on the southern boundary of the site which leads to the main body of Morden Park, offering a place of safety for the audience whilst still contained within the park boundary. In total the additional exit widths equate to 25 meters which together with the main entrance exit gives a total emergency exit width of 30 metres.

For the purpose of determining the emergency egress exit capacity, the largest exit (main entrance/exit, 5 meters) has been discounted, leaving an emergency egress exit capacity of 25 meters.

Exit	Location	Exit Width (meter)
X1 (Discounted)	Main Entrance	5m
X2	Next to Bar 1	5m
X3	Next to Bar 2	5m
X4	Main Stage Right	5m
X5	Stage 2, Stage Right	5m
X6	Next to Main WC Block	5m

An emergency exit capacity of 12,375 can be achieved via a maximum flow rate of 66 persons per minute. This equates to persons per minute per metre exit width over a period of 7.5 minutes.

66 (persons per minute per metre exit width) x 25 (available exit width in meters) = 1,650 x 7.5 minutes (target evacuation time) = 12,375 **emergency egress exit capacity.**

The calculation also assumes average weather with relatively good ground conditions. Only severe wet weather will impact the flow rate to any degree where under such circumstances the overall attendance is likely to be proportionately reduced.

Licensed Capacity

Whilst the licenced capacity is restricted 9,999, considering the various capacities below, the lowest of the figures has been determine the safe capacity of the event.

Considering the various capacities below, the lowest of the figures has been identified to determine the safe capacity of the event.

Summary of capacities:

Entry Capacity: 12,960
Holding Capacity: 13,333
Normal Egress Exit Capacity: 10,250
Emergency Egress Exit Capacity: 12,375

Considering that the above site related parameters yield a safe capacity that exceeds the maximum licenced capacity, the licenced capacity will be the maximum capacity used for this event.

It is anticipated that the maximum capacity of an event held on the Diynamic Festival London site would not exceed 9,999 people.

It must be emphasised that these calculations whilst adhering to the various guidance available should not be used in isolation and should be used as a point of reference in discussion with the Safety Advisory Group.

Impact on Exit

Whilst the volume of attendees leaves the event site following the last artist, our experience suggests that there is a staggered exit due to people wanting to avoid the mass exit and to meet transport connections home. This helps alleviate crowd pressure on exit.

Contingency mechanisms to alleviate and manage crowd flow on exit will on standby for deployment should the Event Management team deem them necessary. This will include using security and stewarding teams and physical barriers to pulse the flow of audience on exit.

8. Fire Safety

A fire safety risk assessment will be undertaken to look at the event and premises and the likelihood that a fire could start and cause harm to those in and around the premises or at the event.

The aims of the fire risk assessment are:

- To identify the fire hazards
- To reduce the risk of those hazards causing harm to as low as reasonably practicable
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people at the event if a fire does start.

Fire safety at Diynamic Festival London is supported by additional precautions e.g. operational functions such as the cleansing of the site thus preventing the build-up of rubbish, fire safety certificates of marquees, provision of fire extinguishers. Given the nature of the event the compound risks associated with a fire emergency relate to structures and catering concessions.

Provision will be made for tackling the early stages of a fire before the arrival of the fire brigade through the use of the appropriate portable or handheld firefighting appliances that will be allocated to the areas of risk.

Classifications of Fires

The classification of fires most likely to occur at an outdoor venue are Class A and Class B fires. Class A fires are fires involving solid materials, usually of an organic nature, in which combustion normally takes place with the formation of glowing embers. Class B fires are fires involving liquids or liquefiable solids.

Fire Extinguishers

- To combat Class A fires, fire extinguishers containing foam and/or water will be provided.
- Class B fires and fires involving electrical equipment – carbon dioxide (CO₂) fire extinguishers will be provided.
- Dry powder fire extinguishers will also be provided which are suitable for both class A and B types of fire.
- Light duty fire blankets will be provided on stage, which will be suitable in the event of a clothing fire.

Mobile Catering Outlets

Terms and Conditions for all mobile catering concessions are required to be equipped with one x 2 kg dry powder extinguisher (rating 21 B) and one light duty fire blanket. Deep Fat Frying units in addition will include one x 6 litre wet chemical type fire extinguisher (Class F).

Means of Giving Warning in Case of Fire

In the event of a fire, the Major Incident Plan (Chapter 9), will be followed with the appropriate action undertaken subject to the incident being small or large scale.

Exits

Provision will be made to ensure that:

- All exits and gateways are unblocked and staffed by stewards throughout the event
- All exits are kept clear at all times;
- All exits and gateways are clearly signed and illuminated; and
- All exits lead to a place of safety.

Fire Risks

Fire risks will be reduced by:

- A coordinated planning approach with the emergency services
- Power supplies and electrical distribution will be undertaken by qualified electricians
- The provision of appropriate fire extinguishers
- Safe storage of LPG in accordance with current guidance
- Valid fire safety certificates for event infrastructure
- Prohibition of petrol fuelled generators
- Deployments of trained security and event stewards familiar with the use of fire extinguishers and their locations.

Emergency Vehicular Access Route

An emergency vehicle access route will be established upon consultation with the ESAG and emergency services. The emergency vehicle access route (Blue Route) will be via Morden Park Car Park. The closures will be stewarded at all times and in radio communication with Event Control.

Emergency Lighting

All parts of the venue subject to public access and egress and all pedestrian escape routes will be illuminated by portable tower-lights or by mounted flood lights. Emergency light boxes will be installed within each structure.

9. Event Contingency & Major Incident Planning

A major incident plan will be developed in consultation with the ESAG and emergency services and is included as an annexe to this document.

Please see Appendix M for the Event Contingency Plan.

10. Communication

Within each organisation e.g. Security & Stewarding, Event Management, Medical, Event Control, a framework of communication will exist. Consideration will be given to ensure effective communication via:

- Appropriate power supplies for communications equipment
- Backup supplies in the event of power failure
- Accessibility and space for workers to operate effectively
- Communication links to key personnel in critical locations
- Provision of key items of documentation and stationary, gridded site plans, key contacts, message pads, log sheets etc.

Radio Communication

- Radio communication is an essential medium for general operational requirements and a prime medium for responding to emergencies.
- Each organisation (event staff, stewards & security) requiring radio communication will be allocated operational channels as necessary for identified functions or areas.
- A list of relevant contacts, numbers and radio channels, will be available in event control.
- All staff will be issued with information on radio protocol.

The Radio channel list is as follows:

TBC

Telephones

A mobile phone located in event control will be dedicated for contacting the emergency services. The event control number is TBC.

Public Information and Communication

The PA system is a vital medium for communication with the audience and arrangements will be made with the PA operators to ensure that override facilities allow announcements to be made in an emergency incident without interference from other sound sources.

The PA system will have a backup power supply that will allow continued operation at full load in the event of an emergency. The PA system will also be used, should it be necessary, for communications with the audience arriving at, or leaving the venue.

Loud Hailers

In addition to the PA, loud hailers, located in event control will be available to deliver messages to the audience.

Emergency Public Announcements

Early warning will be essential, and consideration will be given to the following:

- Early warning and persuasion time
- Clarity and quality of announcements
- Whether public may respond better to an empathy figure making announcements
- Reasons given for messages where possible
- Key messages will be pre-planned
- Announcements to be reinforced by message displays on the stage screens where possible.
- Key messages to be repeated

11. Security & Crowd Management

The character of artists performing over the weekend will largely determine the dynamics and physical behaviour of the audience attending. Such is the range of artists over the event and based on previous events the average age of the event attendee is between 24 & 32 years. The event has roughly attracted 50:50 male/female split. Intelligence on the acts programmed suggests that it is highly unlikely performances will incite unruly behaviour.

Prohibited Items

The following items are not allowed to be brought into the event arena:

- Large bags are not allowed to be taken into the event. Small bags are allowed into the event with the dimensions of 30cm x 42cm (A3 size)
- Umbrellas, parasols, Tents and gazebos, tables, BBQs, stoves and gas canisters
- Banners & Flags with sticks/poles
- Only non-alcoholic drinks in plastic containers with unbroken seals 500ml and baby food where not in glass containers is permitted.
- Alcohol
- Glass or Cans
- Illegal Substances and New Psychoactive Substances (Legal Highs)
- Animals with the exception of assistance dogs, are not permitted at any time within any areas of the site.
- Dangerous or hazardous items e.g. knives, scissors, flares, fireworks, lighter fuel, aerosols, spray cans, Air Horns, Klaxons or similar, Laser Pens
- Chinese Lanterns
- Bicycles, Skateboards and scooters
- Any other items not included in the above list that we consider to be unsafe or pose a risk to public safety and/or security.
- Unauthorised professional photography or filming equipment

Any item not included in this list but considered inappropriate for admission by security will remain at the discretion of venue Security and Stewards. Pets will not be allowed other than assistance dogs.

All prohibited items found on persons will be confiscated prior to entry into the event.

Any item on the prohibited items list and any other items considered inappropriate for admission will either be confiscated and disposed by gate staff or returned to vehicles by owners. There will not be a managed deposit and reclaim facility or luggage storage area at the event.

All items are left at the owner's risk. There is no guarantee that items can be reclaimed after the event. All items unclaimed after the event will be disposed of. The Event organiser or the Security Company employed at the event will not accept any responsibility for the loss or damage to items left by owners. Notices stating the prohibited items and terms of disposal will be displayed at the entrance points to the Event.

Stewarding & Security

The Stewarding & Security company for this event is Showsec

The main responsibility of stewards is crowd management, static guarding of entrances and gates and entrance searches. They are also there to assist the police and other emergency services where necessary.

Stewarding & Security Roles

The general duties of stewards:

- To help attendees by providing information as to the site layout
- To control vehicle parking and traffic marshalling as necessary
- To control access to restricted areas authorising to pass holders only
- To monitor and report on crowd densities
- To monitor crowd behaviour and welfare
- To monitor signs of distress/anxiety of the audience in the high density area in front of the stage and in particular the front of stage barrier and to extract persons experiencing problems in accordance with accepted procedures
- To assist the Police and other emergency services as directed
- To monitor the general site and be aware of suspicious packages
- To minimise the risk of fire e.g. by monitoring the build-up of refuse by traders etc.
- To assist in part or full evacuation as may be necessary

Steward & Security Deployment and Numbers

A comprehensive survey of the site by the Event Management Team and security contractor will be undertaken to establish the number of stewards necessary to manage the safety of the audience and other areas in support of the event.

Stewarding numbers will be based upon a risk assessment rather than a precise mathematical formula and will take account of mandatory positions and all relevant circumstances, including previous knowledge and experience of the event. Stewards will be located at key points including: stage pit area, backstage, bars, entrances and exits. The appropriate provision of SIA security stewards will be allocated taking into consideration the roles and duties involved.

As a guide, 1 SIA licensed door supervisor will be provided per 100 customers in attendance. For a capacity of 9,999 people, there will be a minimum of 99 SIA licensed personnel onsite during opening hours to the event.

Stewards will be in position on all external gates to the event site and also all emergency exits including in the arena and within structures.

Please see Appendix D for the draft Security Deployment Schedule.

Steward & Security Organisation

- All supervising stewards will be SIA registered to undertake their role.
- An established chain of command will be arranged prior to the event taking place
- The Head of Security will liaise with the Event Management Team, Safety Advisor, Operational Police Liaison Officer and/or the Police Bronze Commander.
- A number of stewards in a supervisory role, responsible for different areas will report directly to the stewarding manager.
- A number of safety stewards will report directly to the supervising stewards.

Steward & Security Conduct

All stewards will be fit to undertake the duties allocated to them.

While on duty they will:

- Concentrate only on their duties and not on the performance or mobile phone;
- Not leave their place without permission;
- Not consume or be under the influence of alcohol or drugs; and
- Remain calm and be courteous towards members of the public and audience.

All stewards will wear distinctive clothing and be individually identifiable by means of a number, which is clearly visible. A register of all stewards on duty will be kept on site.

All stewards will receive briefings prior to the event on their individual functions by the Head of Security. In addition, the Event Management Team will monitor and check stewards to ensure they are in the appropriate locations and further brief them on their role if clarity is required.

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Steward & Security Training and Competences

Duties and competencies of stewards include:

- Understanding their general responsibilities towards the health and safety of all categories of audience (including disabled people) other stewards, event workers and themselves;
- Carrying out pre-event safety checks;
- Understanding the operations for using fire extinguishers;
- Being familiar with the layout of the site and able to assist the audience by giving information about the event facilities including first aid posts, toilets, and facilities for disabled people.
- Staffing entrances, exits and other strategic points;

- Controlling or directing the audience who are entering or leaving the venue to help achieve an even flow of people into and from the various parts of the site;
- Recognising crowd conditions to ensure the safe dispersal of audience and the prevention of overcrowding;
- Assisting in the safe operation of the event by keeping gangways and exits clear at all times;
- Investigating any disturbances or incidents;
- Ensuring that combustible refuse does not accumulate;
- Responding to emergencies, raising the alarm and taking the necessary immediate action;
- Being familiar with the arrangements for evacuating the audience, including kilo codes and undertaking specific duties in an emergency.

Stewards will receive the appropriate mandatory training in order to carry out their duties effectively. Training must include dealing in fire safety matters, emergency evacuation and suspect package threats. Those working in the pit area must be trained so that they are able to extract distressed people out of the audience safely and without risk to themselves.

Entry screening, customer search, drugs policy, alcohol policy and ejection policy will be included in this document in due course.

12. Transport & Traffic Management

A full comprehensive transport and traffic management plan is included as an appendix to this document. Please see Appendix E.

13. Temporary Demountable Structures

Temporary demountable structures e.g. Stage, PA masts, Front of House tower and marquees are required.

The responsibility for managing the hazards connected with the erection of such structures rests with the individual contractors employed to undertake their duties conscientiously and in accordance with the appropriate risk assessments and method statements.

All temporary demountable structures will suitably ballasted.

Main Stage

The main stage structure is a 12 x 10m MPT Truss Structure, supplied by Light Design. Please see Appendix J – Main Stage Structure for further information.

Marquees

- All marquees will be supplied and erected by a reputable and competent company specialising in the marquee hire industry.
- The structural integrity of the marquees will be the responsibility of the hire company.
- Safe access and egress will be maintained from all exit routes.
- All membranes and fabrics used in a marquee shall be flame retardant and be free of flaming molten droplet characteristics.
- A certificate from a recognised standing to show compliance with the above provisions will be sought from the marquee company.
- All marquees will be equipped with an adequate number of emergency exits of a suitable size, lighting and emergency exit signs and firefighting appliances.
- Any emergency exits consisting of wall flaps will be of quick release design, clearly defined at the edges and so arranged for easy and immediate egress from the inside.
- All exits will be evenly distributed around the marquee so that genuine alternative exit routes are available.

Schedule of Structures ³

Structure	Size	Type	Supplier
Main Stage Structure			
Bar			
Main Entrance			
Heras Fencing			
Front of Stage Barrier			

Medical			
Security			

³ As the event is currently subject to a premises licence being granted by the local authority, only tentative resourcing of suppliers has been able to occur. Following the decision on the premises licence being granted, suppliers will be confirmed and named here.

14. Barriers and Fencing

Barriers and fencing installed at the event will serve different purposes including physical security and relief of audience pressures. It is therefore essential that the selection of barrier is appropriate for the purpose intended.

Front of Stage Barrier

Due to the expected crowd density and size of audience it is a requirement for the provision of a suitably designed and constructed barrier to be installed in front of the stage.

The area between the stage and the front of stage barrier will be designed to assist the work of the stewards and paramedics. An important role of the stewards is to rescue members of the audience who are in distress. An elevated platform inside the barrier will help with the lifting of people and enable stewards to oversee the audience and identify those in distress. Entrances and exits from the pit will be left unobstructed to allow stretcher-bearers clear access to the first aid point away from the pit area.

Exits will be a minimum of 2m wide. The pit will be a minimum of 2m from front of stage- to-stage barrier.

Crowd Control & Met Barrier

The provision of steel crowd control barriers will be assembled in various parts of the venue to maintain a uniform free flow system and assist and guide the audience. E.g. The audience entrance system and bar queuing systems.

Heras Fencing

Metal mesh fencing (2m high) known as Heras fencing will be erected in areas within the event site to prevent unauthorised access to members of the audience. E.g. Front of house, around generators, site perimeter etc.

Steel Shield

Flat, smooth faced fencing (3m high) known as Steel Shield fencing will be erected as the external fence line to create a secure site perimeter to prevent unauthorised access to members of the public and audience.

14. Power, Electrical Installations and Lighting

The power supply and distribution contractor for this event is: TBC

- Generators and electrical installations throughout the site will be managed by an experienced and reputable electrical company.
- All electrical installations and equipment will comply with all statutory provisions, current and applicable at the time and will be of adequate capacity, reliability and durability in accordance with the general requirements of the Electricity at Work Regulations 1989.
- Generators will be diesel powered (petrol prohibited) and of suitable ratings for their purpose.
- All generators will be isolated from the public.
- Two generators will be provided for powering the stage and will be synchronised in the event of failure of the main generator.
- All diesel tanks will come complete with an integral bund to prevent spillage in the event of a tank being pierced.
- Electrical installations for the stage i.e. PA and lights will be the responsibility of the associated production companies and power supply company.
- All electrical equipment will be installed, so far as is reasonably practicable, so that interference by the public or unauthorised employees cannot gain access.
- All electrical equipment exposed to weather will be suitably waterproofed and fitted with Earth Leakage Circuit Breakers.
- Wherever possible cables will be routed or buried so they will not cause trip hazards or be crushed by vehicles.
- Armoured cabling will be installed with cable ramps where cables cross public areas.
- An assessment of power supplies will be undertaken several weeks in advance of the event with event management and the electrical contractor to determine requirements.
- Temporary lighting will be located around the site to provide lighting in the hours of darkness and emergency lighting.
- A safety lighting inspection of the venue will be undertaken with the electrical contractor and event management on the night of 7th of September enabling any alterations to be undertaken before the event.
- A completion certificate will be provided by the electrical contractor for each supply.
- Electrical engineers will be on standby throughout the duration of the event for maintenance and breakdown cover.

15. Concessions

A selection of catering outlets available to the audience will be provided and managed by the Event organisers.

The Event Directors will have specific responsibility for the management of concessions.

The following considerations will be taken into account by the Event Management Team and the catering traders:

- To prevent, as far as is possible, access to the rear of catering units by the audience
- The appropriate parking of support vehicles
- To maintain access for emergency vehicles and event vehicles
- To allow suitable spacing between units
- To provide appropriate disposal of refuse generated
- To provide proper disposal of oil and fat waste details of which must be agreed in writing with event management
- Provision of appropriate and secure LPG cylinder storage in accordance with HSE guidance on the safe use of gas cylinders, "The keeping and use of LPG in vehicles: mobile catering units"
- To carry and display relevant certificates of food standards and product liability certificates
- To display price lists
- The issue of appropriate vehicle passes and wristband ID
- The possession of a current appropriate fire extinguisher and fire blanket and any other equipment identified via fire risk assessment
- Arrival and set up times to be agreed with management
- Inspection times to be agreed with management
- Operation times to be agreed with management

- To ensure the catering organisation provide all details to event management for inspection by Environmental Protection prior to the event
- To ensure the catering organisation provides all details of electrical power requirements to event management
- To agree in writing that all catering units will be hooked up to the diesel generators provided by event management.

Declaration of Compliance

An agreement outlining the terms and conditions will be arranged by the Event Manager. The catering outlets will be required to sign a declaration agreeing compliance with the terms and conditions and relevant food safety legislation.

Selection of Food Concessions

A mandatory part of the terms and conditions of trading at Diynamic Festival London will be as follows:

- that the food outlets will be registered as food businesses with the relevant local authority
- the outlet has achieved a minimum food hygiene rating of 3

All food outlets will have onboard hand wash facilities comprised of hot water, soap and a method of drying hands. The event management team will also provide mobile hot hand wash facilities for the exclusive use of food traders. The positions of these units will be provided to traders on arrival to the festival, as part of their induction.

Food Concessions

The following food concessions will be in operation at this event: ⁴

Food Concession	Email	Phone	Local Authority	Food Hygiene Rating

⁴ As the event is currently subject to a premises licence being granted by the local authority, only tentative resourcing of food concessions has been able to occur. Following the decision on the premises licence being granted, food concessions will be confirmed and named here.

16. Bars & Alcohol

There will be 2x main bar serving alcoholic and non-alcoholic beverages at the Event as well as 2x further bars available for VIP guests in the VIP area.

Bar layouts and locations – please see the site plan.

Operation times of the bars:

- 08/09/2018 – 11:00 to 21:30

The designated premise supervisor will be Marco Mendez. Details of License below:

- License Number: TBC
- Issuing Authority: TBC

The following will be taken into account to ensure an efficient bar service:

- Toilets for staff
- Appropriate hand wash facilities
- The sale of bottled water and soft drinks
- Prohibition on the sale of alcohol in glass bottles or cans
- A sign campaign on site promoting no glass policy
- Proof of age system (Challenge 25)
- Compliance with appropriate Electricity at Work Regulations
- Suitable and sufficient lighting
- Emergency lighting
- Structural compliance of marquee
- Risk Assessments ensuring the health and safety of customers and staff
- Risk assessments ensuring the appropriate and safe collections of revenue
- The appropriate handling and storage of carbon dioxide cylinders and chemicals
- SIA security management system (2 SIA staff in place throughout operating times plus 2 teams of 3 SIA staff available as a response team if necessary)

Persons under the age of 18 years will not be permitted access to the event and a challenge 25 will be operated by the bar staff serving customers. This will be reinforced by appropriate signage and staff briefings.

There is a prohibition of alcohol being brought into the event to all attendees. SIA staff will be instructed to seize alcohol from attendees seen to be attempting to smuggle alcohol into the event at entrance gates. Furthermore, SIA staff will be briefed to seize alcohol from attendees should they present a crime or disorder risk or be in breach of the licensing conditions.

17. Sanitary Facilities

Portable sanitary provision for male, female and wheelchair users will be provided in the form of chemical flushing units and urinals.

- All toilets will have opaque roofs thus enabling sufficient light transfer from the floodlights when used during the hours of darkness.
- All sanitary conveniences will be regularly maintained and serviced by attendants throughout the duration of the event.
- All units will contain either cold-water hand-wash basins and soap dispensers or sanitising gel.
- Coordination with the sanitation contractor in accordance with the event cleansing plan will be undertaken to ensure toilet provision is made available in an attempt to control public urination on areas surrounding the event site.
- The contractor providing and maintaining the sanitary facilities will undertake the appropriate on-site storage of waste with effluent tanks.
- All waste to be removed from site and appropriately disposed of.

Sanitary Provision for Wheelchair users and disabled people

Appropriate sanitary accommodation for wheelchair users will be provided in accordance with the Disability Discrimination Act 1995. Toilets will both be integrated into the main arena toilets and specifically for disabled users at the welfare area.

Toilet numbers

Appropriate toilet provision to meet the demands for an audience of 9,999 will be met.

The figures in accordance with recommendations in the Event Safety Guide for toilet provision for events over 6 hours applied to an attendance of 9,999 are as follows:

Calculation methodology:

- 1 toilet per 75 females
- 1 toilet per 400 males plus 1 urinal or 1 urinal space per 100 males
- 1 toilet per 75 special needs people.

Based on 9,999 people attending and assuming the audience is split 50:50 male:female, the toilet provision is as follows:

- 4,999.5 females equate to 67 toilets
- 4,999.5 males equate to 12 toilets and 13 x 4-bay urinals.
- 1 toilet per 75 special needs people equates to 2 toilets.

We have also increased the minimum amount required by 20% to negate any length queues.

Total recommended provision based on the guidance:

- 79 portaloos
- 13 4-bay urinals
- 2 special needs toilet

Toilet numbers for attendees of Diynamic Festival London:

1. Disabled provision: 2 wheelchair accessible units consisting of hand wash basin, grab rails and ramps.
2. 85 single units
3. 17 4-bay urinals

In addition toilets will also be located in the VIP area and welfare and medical area.

Toilets are also available in areas not accessible to public admittance i.e. traders, bar, artists, first aid, staff and crew.

Toilet contractors

The contractor appointed for the provision and maintenance of toilets is TBC.

18. Medical, Ambulance and First Aid Management

The medical, ambulance and first aid provision for the event has been planned in accordance with recommendations of the Events Safety Guide where the level of provision has been determined by a scoring system which considers specific factors such as:

- The size of audience
- Nature and type of entertainment
- Nature and type of audience
- Location and type of venue

Please see Appendix C – Draft Medical Plan & Medical Scoring, for further information.

The proposed levels of medical cover for this event will be:

- 2x Paramedic Ambulance
- 12x First Aiders
- 1x Doctor
- 2x Nurse
- 4x Ambulance Personnel
- 1x Medical Manager

Medical Provider

The medical contractor for this event is EMS Medical Ltd.

Medical Risk Assessment

Please see Appendix C – Draft Medical Plan & Medical Scoring, for further information.

19. Cleansing

The purpose of the cleansing plan is to deliver an effective waste management service for the venue as well as the areas impacted in the vicinity of the site. Understandably large events generate waste material from the audience attending the event as well as from concessionaires. The intention of the cleansing operations plan is to ensure the waste generated from the event is regularly and safely removed from the site and all other areas impacted by the event through the deployment of refuse collection teams.

Types of Waste

The bulk of waste likely to be generated over the event includes:

In the event site:

- Food packaging
- Waste food debris
- Waste food from food stalls
- Lost items e.g. clothing

Outside the site:

- Food packaging
- Waste food debris
- Drinking cans
- Bottles (plastic and glass)
- Plastic cups served at local pubs

Safety

The collection of waste will be carried out in a safe and professional manner ensuring risk to employees and attendees is minimised as far as reasonably practicable.

- All employees and their activities associated to collecting waste will be managed by their appropriate supervisors.
- All employees will wear hi visibility tabards or jackets whilst undertaking cleansing operations
- All employees will wear the appropriate PPE for undertaking their duty.
- All employees will comply with the risk assessments and method statements pertaining to the particular area of work.

Hazards associated with waste include:

- Injury to workers during collection and removal of waste e.g. Cuts and grazes, needle stick injuries, possible infection etc.
- Injury to attendees of the event e.g. slipping on inappropriately discarded refuse/waste discarded food.
- Fire hazards when waste is accidentally or purposely ignited
- Misuse of waste e.g. throwing of items etc.
- Vehicle movements associated with collecting waste; and
- Waste attracting vermin and insects.

Operational Plan

The operational plan will ensure areas are effectively cleaned prior to, during and after the event.

- Temporary bins will be positioned at entrance lanes and gates for the disposal of banned items on entry.
- Temporary bins will be positioned at other areas where there is likely to be greatest concentration of refuse e.g. refreshment areas.
- Temporary recycling bins will be placed at various locations to encourage attendees to recycle
- All catering outlets in accordance with the attendance agreement will be equipped with litterbins for the disposal of food packaging.
- Large industrial skips required for the disposal of waste from food concessionaires and the bar will be located at the rear of outlets not accessible to public.
- Additional litter bins will be available for the disposal of waste on ingress/egress.
- The surrounding streets and residential areas around the venue will be litter picked during and following each event day.

20. Sound, Noise and Vibration

High sound levels present a risk to hearing, both for those working at an event and for the audience. High vibration can have serious consequences for the integrity of temporary and permanent structures. Both sound and vibration can lead to noise nuisance outside the venue. Therefore, proper control and management of sound and vibration levels will be monitored both in rehearsal and during the event.

Noise at Work regulations (The Control of Noise at Work Regulations 2005) specify the minimum requirements for the protection of workers from the risks to their health and safety arising, or likely to arise, from exposure to noise at work. Noise risk assessments identify those workers who are likely to be exposed including musicians, performers, technical staff and staff involved in work activities connected to the entertainment including security, front of house, bar and catering staff, depending on their location and length of time spent in the noisy environment.

The risk to hearing from noise and vibration is increased in the immediate area of speakers. Stewards operating in the pit area are advised to restrict the length of time spent exposed to noise and vibration by operating a staff rotation system.

Key problem areas include:

- Security staff (e.g. pit and barrier staff)
- Stagehands
- Sound engineers
- Bar staff
- Stewards
- Performers
- Sound checks

Responsibility

It is the Event Manager's responsibility:

- To assess the risks to employees from noise at work.
- Take action to reduce the noise exposure that produces those risks.
- Provide employees with hearing protection where noise exposure cannot be reduced using other methods.
- Ensure sound levels will be monitored to ensure compliance with Noise at Work regulations.
- Make sure the legal limits on noise exposure are not exceeded.
- Ensure there is a competent and responsible sound engineer in attendance to take noise readings at mixing desks and nearest noise sensitive premises to ensure compliance with agreed sound levels.

Please see Appendix F – Noise Management Plan, for further information.

21. Local Environment and Community

The Event Management Team recognise the importance of informing local residents and businesses of event arrangements. Residents and businesses around the venue will be contacted by letter and informed of event proposals ahead of the event. The letter will offer an opportunity for residents to raise any concerns in hope that the Event Management Team can allay fears and/or remedy any concerns.

The following arrangements will be in place to help minimise the impact on the environment and community:

- Independent noise level monitoring
- Orientation of the stages away from residential properties
- Considerate programming
- Traffic management plan
- Scheduled early finish times
- Scheduled early finish times
- Crowd management undertaken by professional stewards and security
- Planning liaison with Police and other Emergency Services
- Event information available to public via letter, press, forum, on-line and hard copy, social
- Media and websites

A resident's consultation meeting has taken place at Morden College on Thursday 12th July at 18:30 - 20:00.

22. Special Effects, Fireworks and Pyrotechnics

There will be no special effects, fireworks or pyrotechnics at this event.

23. Facilities for Disabled People

Arrangements, wherever possible, have been made to ensure disabled people are able to attend and enjoy the event. Consideration will be given to:

- Wheelchair users
- People with mobility impairments
- Visually impaired people
- Hard of hearing people
- Deaf people
- People with hidden impairments
- People with learning disabilities
- People with mental health issues

Practices that will be in place include:

- Exclusive entrance lane for disabled attendees
- Charging point for mobility scooters
- All paths will be illuminated in the hours of darkness
- Wheelchair accessible toilets will be available for disabled persons' exclusive use

- Steward and staff assistance is available in the event of evacuation
- 2 for 1 ticketing system
- Assistance dogs accompanying visually impaired people are allowed into the event although due to noise levels this is not recommended

24. Facilities for Children and welfare

The welfare area will accommodate people recovering from consuming excessive alcohol or having taken drugs. If such persons do not need medical attention or are not causing harm to themselves or others they will be better placed in a recovery area for them to sober up before ejecting them from the Event site. The welfare area will be purposely located adjacent to the medical point in the event medical attention is needed to those under the influence of alcohol or illegal substances.

Other welfare related items:

- Information on all the facilities available in the event site such as welfare point, child toilet, nappy changing, first aid point, lost property, train times plus any up to date info will be displayed on the **Dynamic Festival** website.
- A record of all lost property will be made at the Welfare Point

25. Media & Publicity

Dynamic Festival London will be published via the following media:

- News releases in local and national press and selected journals
- Street posters
- Roadside banners
- Local magazines
- Internet Event sites
- Website & social media i.e. Facebook, Twitter, Instagram

Please see Appendix K – Crisis Communications Plan for further information.

26. Contractor Obligations and Performance

- The Contractor shall perform the services with all reasonable skill, care and diligence.
- All Contractors will cooperate with the Site Manager to ensure a safe and healthy workplace for all employees working on the site.
- The Contractors must bring to the attention of the Site Manager immediately any health and safety problems/hazards on site that could affect the safety of employees and the public visiting the site or affect the performance under the Contract.
- The Contractor shall provide all the necessary facilities, materials and other equipment and employees of appropriate qualifications and experience to undertake the services. All employees shall have appropriate competence and be properly managed and supervised.
- Accidents and near-miss incidents involving the public and/or the contractor's employees must be reported immediately to Event Management.
- The contractor is reminded that under the Management of Health and Safety at Work regulations they must cooperate with other contractors sharing the workplace, and co-ordinate preventive and protective measures to undertake the operations in a safe manner. Such co-operation should include reference to the contractor's method statement.
- The Site Manager reserves the right to immediately stop the contractor's operation from proceeding, or continuing, for health and safety reasons where the operation departs from that of the method statement or where contractors and the general public may be at risk from this operation.
- The contractor will be advised of and be expected to comply with the following site rules.

Site Rules

- All site contractors must report to the Site Manager on arrival.
- All vehicles must enter and depart the site by identified routes.
- Site vehicles must not exceed 5 mph, and must not reverse unless supervised.
- No vehicles will be allowed access to the event site or to move on the event site once gates have opened for public admission to the actual concert, and may only be moved under the guidance of event control.
- Only trained and certified personnel are to drive forklift trucks and operate plant equipment. Any drivers and operators must obtain a permit to use these items from the Site Manager, and must show a valid plant operator's licence.
- Contractors must supply appropriate lighting when work is to take place in poor lighting conditions.
- Contractors are responsible for their own safe working environment, and must work to codes of practice and method statements.
- Contractors and freelancers must ensure that they supply/use the correct Personal Protective Equipment (PPE) for their employees to carry out the required tasks in a safe manner.
- Contractors and employees must know how to use the PPE, and ensure that it fits correctly and has been inspected prior to use.
- Contractors must supply staff protection against the elements, e.g. wet weather, sun.
- Completion of infrastructure must be signed for and a copy of the paperwork handed to the Site Manager/Safety Advisor.
- Contractors are responsible for ensuring that they take regular breaks in accordance with company procedures.
- Contractors/Freelancers will be liable for any damage done to the site caused by their actions, and cost for reinstatement will be charged to the contractor.
- Contractors will be responsible for clearing any waste material created by their actions and/or any works carried out by their employees.

Statutory Regulations

The Contractor shall perform the services in accordance with all relevant legislation and statutory requirements but in particular with regard to:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations
- The Events Safety Guide
- The Safe Use of Lifting Equipment Guide
- Managing Crowds Safely

Insurance

- The Contractor shall be responsible for effecting and maintaining adequate insurance to cover its engagement against any claims or risks that might arise and shall indemnify the Event Organiser against all demands, liabilities, claims, loss or damage for any act, omission or otherwise caused by it or any agent or servant's neglect or default.
- A copy of the Contractors Public Liability and Employers Liability Insurance (Public liability a minimum of £10million) will be provided on request.

Other Documents

Contractors will be expected to provide the following documentation on request:

- Copies of technical structural drawings (if applicable)
- Electrical certificates (if applicable)
- Copies of Plant Handling certificates
- Name and telephone number of the person nominated by the Contractor as the site manager/person with the authority and responsibility for the operation on site
- A copy of the Company's Health and Safety Policy
- RAMS (Risk Assessments and Method Statements) include arrangements for the protection of the public who may be affected by the operation. The method statement should include any arrangements to deal with an emergency situation caused by the Contractor operations
- Relevant COSHH assessments and details of how hazardous operations will be managed.
-

27. Transfer of Authority

The transfer of authority is triggered at an agreed point during the escalation of an emergency incident which requires the immediate activation of one or more of the emergency services and/or the Local Authority Emergency Planning Team.

As defined in the Civil Contingencies Act 2004 a major incident is any emergency which requires the implementation of special arrangements by one or more of the emergency services, NHS or Local Authority in order to:

- Rescue, treat and transport a large number of casualties;
- The involvement either directly or indirectly of large numbers of people; and
- The handling of a large number of enquiries from the public and/or news media, usually to the Police. It is also:
- Any incident that requires the large scale combined resources of the emergency services; and
- The mobilisation of the emergency services and supporting organisations such as the LA to cater for the threat of death, serious injury or homelessness to a large number of people.

The transfer of authority will transfer full responsibility and control for the event area to the authority assuming control.

All staff working for Dynamic Festival London including working personnel and contractors will continue to assist the authority assuming control under their direction.

The transfer of authority will be made in writing.

Should the authority assuming control require Dynamic Festival London to resume control, this will also be made in writing. There will be no obligation for Dynamic Festival London and/or its working personnel to resume control.

Assumption of Control

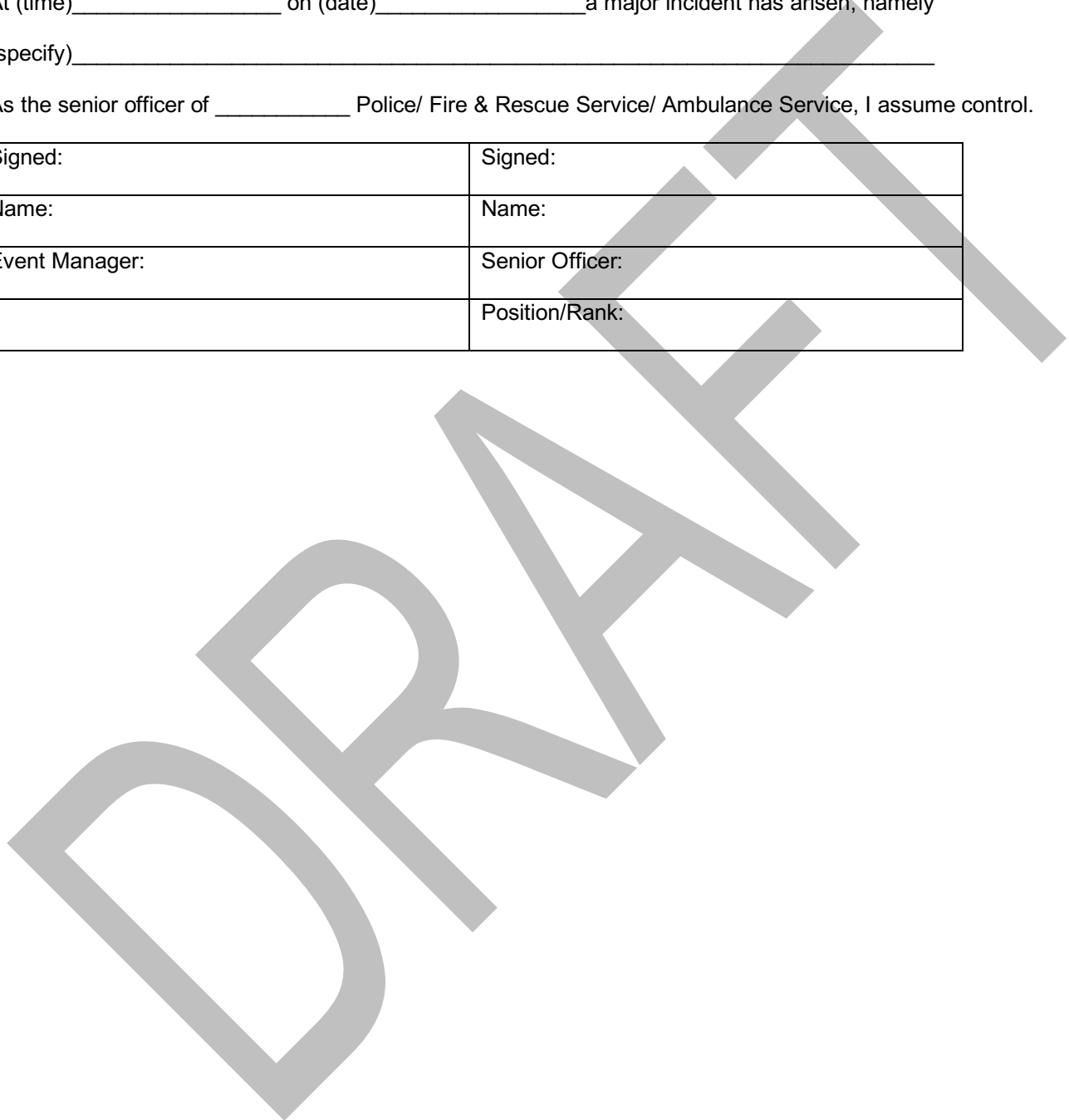
Event:	
Location:	
Date:	

Transfer of authority from Event Manager to Senior Emergency Service/ Local Authority Officer:

At (time) _____ on (date) _____ a major incident has arisen, namely
 (specify) _____

As the senior officer of _____ Police/ Fire & Rescue Service/ Ambulance Service, I assume control.

Signed:	Signed:
Name:	Name:
Event Manager:	Senior Officer:
	Position/Rank:



28. Counter Terrorism

Following recent terrorist attacks in the UK which saw the threat level of international terrorism rise to Critical there is a need for an increased level of awareness. Vigilance is vital regardless of the current national threat level and is now again 'Severe'. Given the fatal attack at Manchester Arena following the concert of Ariana Grande, it would be irresponsible if the organisers of Diynamic Festival London marginalised the threat of terrorism. Whilst the event is not on the radar as a major national event it is still a music event attracting a mass gathering of people of predominantly white British demographic in one location.

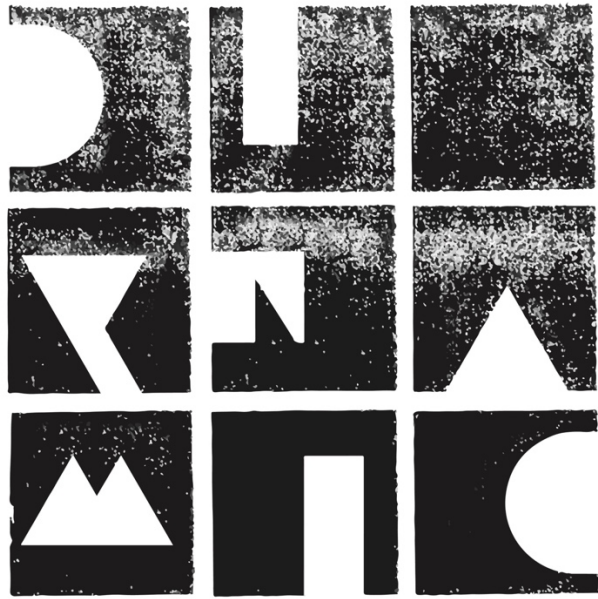
The management team have assessed the potential risks related to terrorist threat and will be implementing mitigating measures against both internal and external to the event site. Advice and direction has been fully taken into account in the drafting of this ESMP, namely NaCTSO guidance "Counter Terrorism Protective Security Advice for Major Events".

Should the threat level increase to critical, then any additional measures required should be discussed with the local police force in the light of current intelligence. It may be that if there is no specific further intelligence affecting the event that these tactics outlined here remain appropriate and proportionate for a critical threat level but that must be assessed at the time in conjunction with responsible authorities.

Hostile Vehicle Mitigation

It is the intention of the event organisers, to park two large vehicles (flatbed or transit vans) across the access point to the event. These will act as hostile vehicle mitigation measures. The vehicles will remain stationary throughout the event and the keys will remain with a steward positioned at that location. If the emergency services require access, then these vehicles can be easily and quickly moved. In the event of a hostile vehicle attack, a collision with either of these vehicles would provide an early warning to the ELT, who can then respond appropriately.

DOCUMENT ENDS



Appendix A Risk Assessment

Document Title:	Appendix A – Risk Assessment
Date:	20/07/2018
Version:	1
Author:	Name: Ryan Esson Position: Director Company: GoTo Live Ltd [REDACTED]

Risk Assessment

Numerous pieces of legislation require risk assessments to be carried out and, in particular, the Management of Health and Safety (Workplace) Regulations 1999. All work activities need to be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people. Hazards and risks that are not eliminated must be controlled and the control measures, be they physical or procedural, must be communicated to those who will work, or otherwise come into contact with the hazards.

This risk assessment prepared by GoTo Live Ltd, on behalf of MJMK Ltd for the event: Dynamic Festival London has been based on the music event to be held at Morden Park, London. The assessment also incorporates the experience of undertaking previous and similar events.

Risk Assessments and method statements together with details of relevant insurances will be sought from the various contractors and suppliers to Dynamic Festival London and will be taken into consideration when drafting further drafts of this document.

In undertaking risk assessments, the following approach has been adopted:

- Gather information/identify risks
- Consider control measures appropriate to the identified risks
- Evaluate residual risk

The risk assessments below give both primary and residual risks. The primary risk is the risk associated with the identified hazard assuming that the risk associated remains completely uncontrolled. The residual risk is the level of the remaining risk produced when proposed control measures have been applied. The figures given may be interpreted using the matrix below. Dynamic Festival London management must ensure that the risk control measures are fully implemented to achieve these levels. The columns following the residual risk data indicated where additional controls are required or where special attention should be given. For the avoidance of confusion - the columns of the risk rating sections are headed $S \times L = R$. S is for "severity" and is given in the first column. L is for "likelihood" and is indicated in the second column.

The control measures, indicated within the assessment, are considered to be reasonably practicable measures, to control the risks identified based on experience of similar events.

A review of the assessment will be made, should further information be received which suggests that the control measures suggested are no longer sufficient to control risks or are inappropriate or if additional hazards are identified. During the event build up a process of continuous assessment and reassessment will be undertaken by the Event Management Team to ensure appropriate risk controls are put in place should situations develop which are not covered within this assessment.

Risk Matrix

DEFINITIONS	<i>Likelihood</i>			
	RISK RATING	Low = 1	Med = 2	High = 3
Severity	Low = 1	1	2	3
	Med = 2	2	4	6
	High = 3	3	6	9

Severity x Likelihood = RISK RATING

RISK RATING

6 - 9 = High risk – action required to reduce risk

3 - 4 = Medium risk – seek to further reduce risk

1 - 2 = Low risk – no action but continue to monitor

DEFINITIONS

Severity

H = Fatality or major injury causing long term disability

M = Injury or illness causing short-term disability

L = Other injury or illness

Likelihood

H = Certain or near certain

M = Reasonably likely

L = Very seldom or never

CONTENTS

1. Event infrastructure – Build and Breakdown
2. Event infrastructure - Working at Height
3. Catering
4. Marquees & Temporary Structures
5. Live Event
6. Fire Risk Assessment

1. Event Infrastructure – Build and Breakdown										
<p>Arrival and Event installation procedures: Failure to maintain control of equipment.</p> <p>Lack of familiarity of event site and site safety rules.</p>	1.1	Event staff, contractors and members of the public.	3	1	M	<p>Event Safety Advisor should be appointed to oversee the work of installation and to liaise with contractors and statutory authorities.</p> <p>Load in may necessitate traffic/people management.</p> <p>Temporary barriers should be erected around work sites during build/dismantle, etc.</p> <p>All contractor vehicles/plant movement to be supervised.</p> <p>All persons to be trained and competent.</p> <p>All contractors, visitors and working personnel will receive a health & safety induction upon first arrival to the site.</p>	2	1	L	
<p>Working light: Insufficient visibility for working</p>	1.2	Event staff, contractors and members of the public.	3	1	M	<p>Ensure adequate lighting levels if build/dismantle during hours of darkness.</p>	2	1	L	
<p>Use of Electrical equipment: Electrical Shocks or Burns</p>	1.3	Event staff and contractors	3	2	H	<p>All individual contractors own power supplies to be certified as appropriate & safe for use.</p> <p>Use of 110V or battery operated tools where practicable</p> <p>Portable tools, etc to be examined and certificated.</p>	2	1	L	<p>Suitably qualified & competent electrician to carry out all electrical installations.</p> <p>Sign-off required by Event Safety Advisor.</p>

						Event Safety Advisor to monitor				
Storage of Materials: Falls, trips, unsafe stacking and or collision	1.4	Event staff and contractors	3	2	H	<p>Safe storage locations to be identified by contractors with Site Manager in advance.</p> <p>Fencing, cones, hazard tape and hazard lighting to be erected as necessary where public have access or where there is a significant risk of vehicle collision.</p> <p>Security may be needed if left unattended.</p>	2	1	L	
Medical Provisions: Lack of adequate medical provisions	1.5	Event staff and contractors	3	3	H	<p>The Event Safety Advisor will evaluate the medical provisions for the work required and assess if they are suitable for the work activities being undertaken - If not then the medical provisions will be increased accordingly.</p> <p>The Operations/Production Manager will distribute to all site crew this information prior to the build.</p> <p>The Operations/Production Manager will provide to contractors details of the medical provisions to enable them to undertake their own medical assessment for their employees.</p> <p>Cocoon in the Park will ensure the appropriate levels of medical cover are in place for the duration of the build and dismantle.</p> <p>Event Safety Advisor will identify the location of the nearest hospital with an operational A&E Department.</p>	2	1	L	Contractors will be encouraged to inform the Event Safety Advisor of any additional first aid provisions that may be required due to the nature of the work.

<p>Lack of protection for head, hands, feet, ears: Cuts, lacerations, concussions, crushing injuries etc.</p>	1.6	Event staff and contractors	2	2	M	<p>Individual contractors to be responsible for ensuring that they have appropriate Personal Protective Equipment (PPE) for the activities which they are undertaking and ensuring the exclusion of all other persons from areas where PPE is required.</p> <p>Signage/barriers placed as appropriate.</p> <p>Contractors should ensure that areas requiring PPE remain off limits until safe.</p> <p>Event Safety Advisor to monitor this.</p> <p>Contractor's method statements should clearly state PPE requirements as appropriate.</p> <p>The method statements should identify the operations/periods where PPE is necessary.</p>	1	2	L	
<p>Manual Handling: Back injuries, strains, sprains, etc</p>	1.7	Event staff and contractors	2	3	H	<p>Task specific risk assessments to be undertaken by individual contractors.</p> <p>Staff of competent contractors to be trained in 'Kinetic' lifting techniques.</p> <p>Appropriate design of equipment.</p> <p>Weight of equipment to be established before lifting operation proceeds.</p>	2	1	L	Mechanical handling devices to be used whenever possible.
<p>Erection and Breakdown of Structures: Falling materials.</p>	1.8	Event staff and contractors	3	2	H	<p>All structures to be erected by competent contractors who should have been vetted in advance by Event Safety Advisor.</p>	2	1	L	

<p>Vehicle movement. Unstable part of completed structures</p>						<p>The safety of the contractor's employees is the responsibility of the contractor. The Event Safety Advisor should, however, intervene if unsafe working practices are observed.</p> <p>Areas where erection taking place should be "off limits" to others not taking part. If working on or adjacent to a road and especially on a night, high visibility jackets should be worn.</p> <p>Such working areas should be barriered and/or stewarded.</p> <p>Head protection should be worn where necessary.</p> <p>Method Statements and/or Risk Assessments to be provided where appropriate.</p> <p>Banksman must be used to be assist in the reversing of the vehicle. Event Safety Advisor to audit compliance with method statements.</p>				
<p>Incorrect and/or Unstable Structures: Potential for total or partial collapse.</p>	<p>1.9</p>	<p>Event staff, contractors and Event attendees.</p>	<p>3</p>	<p>2</p>	<p>H</p>	<p>Plans, specifications and calculations for all structures should be made readily available for examination by interested parties to allow checks to be made on the suitability of the finished structures in light of the intended use and foreseeable overload conditions.</p> <p>The structures to be erected by contractors who have had their health and safety standards vetted.</p>	<p>2</p>	<p>1</p>	<p>L</p>	

						<p>The Event Safety Advisor should monitor the erection.</p> <p>The final structure should be subjected to an independent erection check by a structural engineer or other competent person and/or completion certificated by a competent person.</p> <p>The Event Safety Advisor should intervene if serious breaches of safe practice by contractors are observed.</p>				
<p>Weather Conditions: Extreme heat, extreme cold, wet weather, high wind conditions</p>	1.10	Event staff and contractors.	2	2	M	<p>In the event of severe weather, which constitutes a severe risk to the health and safety of those on site.</p> <p>The Event Safety Advisor will monitor the weather conditions and will have the authority to stop all activities until conditions improve.</p> <p>Access to suitable and sufficient welfare facilities and drinking water</p> <p>Suitable PPE must be used including suitable outdoor clothing, gloves, suitable footwear etc.,</p> <p>Use of sunblock etc. Ensure sufficient water is available for hot weather. Welfare facilities available for hot drinks, rest breaks and shelter will be available during cold and wet weather.</p>	2	1	L	
<p>Site Clearance: Cuts and puncture wounds.</p>	1.11	Event staff, contractors and Event attendees	2	2	M	Site to be thoroughly cleared prior to public congregation and after site clearance/get-out.	1	1	L	

						<p>Any persons required to litter pick should be provided with suitable pick up tools and gloves.</p> <p>All persons involved should be made aware of the potential health risks.</p>				
<p>Equipment on Hire: Whenever hired equipment is used, the risk of accidents is increased due to a potential lack of training, discipline in use, documentation & maintenance. Examples of this equipment are MEWP, cars, forklift trucks, etc.</p>	1.12	Event staff, contractors and general public	3	2	H	<p>The Site Manager will ensure that the equipment is fit for purpose, used with due diligence and if necessary that access to and use of the equipment is restricted.</p> <p>All users must be competent and, if necessary, properly insured.</p> <p>Event Safety Advisor to monitor</p> <p>Users will be trained and competent and hold the appropriate licence. Records of all licenses will be held and checked by the production office prior to signing plant out.</p> <p>Daily Defect checks will be carried out by the plant manager each day and by the plant operator each time the equipment is signed in and out.</p>	2	1	L	<p>If a Contractor provides equipment to be used by crew, they should ensure that the equipment carries a full test and maintenance history, is fit for purpose and comes with all appropriate user manuals and available for inspection on request</p>

<p>Communication Failure: Communications systems need to exist between all parties in order to prevent, or minimise, injuries that may be caused by an emergency.</p>	1.13	Event staff, contractors and General Public	2	3	H	<p>Decisions will be taken as to whether communications between teams are via personal contact, mobile phones or Radios.</p> <p>The Operations/Production Manager will publicise this information prior to the event build.</p>	2	1	L	All Contractors should inform the Operations/Production Manager as to any requirement for safety critical communications they may require.
<p>Loading & Unloading Vehicles: People may be injured by reversing vehicles, blocking of access & egress routes and insufficient crew assigned to unload vehicles.</p>	1.14	Event staff, contractors and General Public	3	2	H	<p>The Operations/Production Manager will control and ensure proper supervision of vehicle unloading and loading.</p> <p>If unloading/loading is undertaken on a public highway hazard signage will be displayed and red & white tape used to restrict access/cordon off the area.</p> <p>In areas of high risk, barriers will be put in place to create exclusion zones, and prevent unnecessary access to the area.</p> <p>High Visibility jackets must be worn when unloading vehicles on the public highway. Gloves, hard hats and toe protection boots to be worn to minimise injury from falling objects.</p> <p>Lifting aids are to be utilised where ever possible such as fork lifts, pallet trucks, etc.</p> <p>Ramps to be used where possible, with sufficient man power suitable for the load that is been moved.</p>	2	1	L	All Contractors must ensure a competent member of their crew is available during the loading and unloading of their equipment.

						Edge protection is to be used on open sided vehicles to prevent objects and persons falling from the side.				
Welfare Provisions: Insufficient welfare provisions can lead to fatigue, dehydration, hypothermia, overheating, etc.	1.15	Event staff and contractors	2	2	M	<p>The Operations/Production Manager should always identify the nearest available drinking water point and toilets.</p> <p>When necessary Cocoon in the Park will provide these facilities on site.</p> <p>The Event Safety Advisor must inform staff of extreme weather conditions they may encounter whilst on site and provide instructions regarding the appropriate clothing, PPE, etc.</p>	1	1	L	
Drugs & Alcohol: Reduction of stamina, disorientation, incoherence, lack of judgement	1.16	Event staff and contractors	3	2	H	<p>All staff to be advised prior to their arrival onsite that the consumption of alcohol and the taking of recreational drugs are prohibited by Cocoon in the Park.</p> <p>The Operations/Production Manager will send off site any member of staff who is or appears to be under the influence of alcohol or drugs.</p>	2	1	L	

<p>Use of Personal Protective Equipment (PPE): PPE should only be used as a 'last resort' control measure</p>	1.17	Event staff and contractors	3	2	H	<p>All staff using PPE must be trained by a competent person in its use.</p> <p>The Event Safety Advisor will ensure that all staff, freelancers and contractors required to wear PPE adhere to the safe working practices as detailed by their risk assessments and the manufacturer.</p>	3	1	M	The Event Safety Advisor insists that the use of safety harnesses is reduced to the lowest possible level.
<p>Noise Levels: Crew and staff may be working in the vicinity of high sound levels in excess of 80 dB (A)</p>	1.18	Event staff and contractors	3	2	H	<p>The Operations/Production Manager will inform all Staff and Crew of the need to provide and use Ear Protection (PPE) and provide it when deemed necessary.</p> <p>Ear Protection is available from the production office and stage managers at all times.</p> <p>Work areas where noise expected to exceed 80dB (A) over an eight hour period to be identified and signed.</p> <p>Event Safety Advisor on site to advise staff accordingly and provide appropriate hearing protection.</p> <p>Operations/Production Manager to ensure that sound system is designed, installed and operated by competent persons.</p>	2	1	L	<p>Operations/Production Manager to investigate if there are any local regulations concerning Noise, prior to the event build and if any of their contractors will be producing high sound levels.</p> <p>All Contractors should inform the Operations/Production Manager prior to the build if any equipment is likely to make a significant amount of noise.</p>

<p>Lifting Operations: All lifting operations (i.e. MEWP, forklifts, chain hoists etc) must be properly planned and appropriately supervised.</p> <p>Failure of lifting equipment, overloading of lifting equipment, insufficient maintenance of lifting equipment. Use of lifting equipment by untrained or unsupervised personnel.</p>	<p>1.19</p>	<p>Event staff and contractors</p>	<p>3</p>	<p>3</p>	<p>H</p>	<p>Contractors will ensure that every lifting operation has a nominated "responsible person" who is in charge of all lifting & lowering operations of the system.</p> <p>This person will be in overall charge of the operation irrespective of whom it belongs to.</p> <p>The Operations/Production Manager will identify any appropriate communication systems and chain of command, especially if loads are being moved as part of the event.</p> <p>All lifting operations should be in compliance with the Lifting Operations and Lifting Equipment Regulations Regs 1998.</p> <p>Event Safety Advisor to monitor.</p> <p>When in operation, forklifts must be used with a competent banksman wearing a high Visibility jacket.</p> <p>All lifts to be planned and supervised by a competent person. All lifting equipment to have a current Certificate of Examination.</p> <p>Pre-use checks must be carried out prior to each use of the equipment.</p> <p>Persons carrying out the slinging trained and competent.</p> <p>Area cordoned off to create an exclusion zone and safe working area.</p>	<p>3</p>	<p>1</p>	<p>M</p>	<p>All Contractors must supply all relevant information including licences to the responsible person, prior to the start of the event build</p>
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						PPE to be worn at all times- Hi Vis, Hard Hats and Gloves.				
Control of substances hazardous to health: Certain substances if not stored and used correctly can cause injury. Burns, skin & eye irritations	1.20	Event staff and contractors	2	2	M	<p>The Contractors will ensure that the use of any substance that is recognised to be hazardous to health is reduced to a minimum or if possible replaced with a less harmful substance.</p> <p>All staff to be instructed and trained in the use of such hazardous substances.</p> <p>All of the manufactures Hazard Data sheets will be stored in the appropriate first aid point.</p> <p>All hazardous substances are stored in secure and marked container</p> <p>The correct PPE must be worn when required</p> <p>Contractor to provide COSHH specific Risk Assessment and Method Statement.</p> <p>Event Safety Advisor to monitor.</p>	2	1	L	

2. Event Infrastructure – Working at Height										
<p>Supervision and Work at Height: Supervision the use of access equipment, ladders and access towers etc.</p> <p>Use of Mobile elevated work platform (MEWP): Overturning of the MEWP. Falls of personnel from the operating basket. Falls of materials. Personnel becoming trapped or entangled in moving parts</p>	2.1	Event staff and contractors	3	2	H	<p>Consideration should always be given to eliminating or reducing the amount of work at height.</p> <p>Before any work at height is undertaken, suitable 'Rescue Protocols' must be identified and put in place.</p> <p>The Event Safety Advisor must have sight of all contractor Risk Assessments pertaining to Work at Height.</p> <p>The Event Safety Advisor must monitor all work activities that are undertaken at height.</p> <p>Contractors must ensure that areas beneath the work activity have restricted access and a suitable exclusion zone is in place.</p> <p>Contractors must ensure that the appropriate PPE is worn and staff are properly trained in its use. Cradles, Harness worn and debris netting to be used to offer collective protection.</p> <p>All personnel working on scaffolding access platforms to be PASMA trained.</p> <p>All personnel using MEWP's must be suitable trained and competent in the use and have a suitable qualification to support this, such as IPAF.</p> <p>Event Safety Advisor to check MEWP Licences.</p>	3	1	M	<p>Great care must be exercised whilst working at height in areas that the event attendees have access to.</p> <p>Event Safety Advisor to check MEWP Licences.</p> <p>Contractors to ensure that Daily Checks are undertaken on all MEWPs.</p> <p>Authorised Driver/Operators will become key holders for the plant/equipment type designated.</p> <p>Keys must be returned to the Production Office at the end of plant/equipment use or end of shift.</p> <p>Keys must NEVER be left unattended in the ignition.</p>

						<p>Ensure that MEWP is on firm, level grounding and where applicable that the outriggers are used.</p> <p>Trained personnel only to operate MEWP. Use of restraint harness equipment where manufacture requires it. Always work within cage.</p> <p>Adequate planning of works to ensure where necessary that materials can be taken up within the cage.</p> <p>Always work within the MEWP's SWL. Never use MEWP as a crane.</p> <p>Keep unauthorised personnel away from the work zone by using barriers or hazard tape if necessary to create an exclusion zone.</p> <p>Ensure the MEWP is suitable for the task conditions and terrain is used; if in doubt consult the manufacturer.</p> <p>Production Office and Contractors to ensure that Daily Checks are undertaken on all MEWPs.</p>				
<p>Working at heights (Aluminium Towers): There is a risk of overturning the tower with or without personnel on working platform also falls by personnel and falls of materials and or components or tools.</p>	2.3	Event staff and contractors	3	2	H	<p>Towers to be erected by competent personnel only.</p> <p>Use of outriggers where applicable. Never overload working platform.</p> <p>Towers always to be erected on firm level grounding.</p>	3	1	M	Always climb tower from inside. Adequate handrails to be provided.

						<p>Always empty platform before releasing wheel locks</p> <p>NEVER ALLOW PERSONS TO RIDE A WORKING PLATFORM.</p> <p>Use of system decking for working platform.</p> <p>Use of toe boards/mid rails. Do not overload platforms.</p> <p>Keep personnel from under decked area while in use.</p> <p>Always ensure that before and after use the tower is stored securely.</p> <p>Event Safety Advisor to monitor.</p> <p>Access platforms are to be built under supervision of person Trained to PASMA standard, Checked by a competent person.</p> <p>Scafftag system used to indicate if scaffold has been inspected and is safe to use.</p>				
<p>Work at height (ladders); There is a risk of falls of personnel from steps overturning.</p> <p>Falls from Ladder, Falling Objects, Failure of ladder incorrect ladder used etc.</p>	2.4	Event staff and contractors	2	2	M	<p>Consider the use of a small Access Tower as an alternative work platform or an MEWP.</p> <p>Ensure all ladders are suitable for the task and are well maintained. Ladders are to be inspected before each use to check for defects.</p> <p>Industrial quality ladders to be used only.</p>	2	1	L	

					<p>Ladders to be secured and tied off where ever possible.</p> <p>Stepladders for general access only, prolonged work activities to be undertaken from a working platform.</p> <p>Never work from top rungs. Ladder always to be footed. Use ladder on firm flat ground only</p> <p>Ladder not to carry loads other than one person. The use of two ladders with deck between should be avoided</p> <p>Not to be used for work at great heights.</p> <p>Ladders only to be used for tasks of short duration – 15 to 30 minutes.</p> <p>3 points of contact to be maintained at all times</p> <p>Event Safety Advisor to monitor.</p>				
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3. Catering										
<p>General Arrangement of Temporary Units: Overcrowding/Pinch points</p>	<p>3.1</p>	<p>Event staff, contractors and Event attendees</p>	<p>3</p>	<p>2</p>	<p>M</p>	<p>All units to be located in areas where excessively high crowd densities not to be expected and aligned to not obstruct crowd flows.</p> <p>Catering equipment to be allocated in advance on to plan showing detail of unit dimensions.</p> <p>Event Safety Advisor to monitor</p>	<p>2</p>	<p>1</p>	<p>L</p>	

<p>Generators: Fire and electric shock</p>	<p>3.2</p>	<p>Event staff, contractors and Event attendees</p>	<p>3</p>	<p>1</p>	<p>M</p>	<p>Where possible, consideration should be given to connecting units and lighting to main supplies. Where this is not possible, a minimum number of shared generators to be used.</p> <p>Fuelling to be carried out by competent persons only. All fuel tanks to remain locked when not being filled. Diesel spillages to be managed by competent persons and mopped up as per contractors procedures. Spills kit will available with tanker</p> <p>No petrol generators to be used. Generators to be located in secure areas away from public.</p> <p>Generators to be secured by using 'Heras' fencing. All generators to have suitable and sufficient fire extinguishers close at hand.</p> <p>Generators only to be provided by event approved Electrical Distribution contractor.</p> <p>Generators to use extended exhaust stacks to minimise possibility of exhaust gas ingress to buildings in the vicinity.</p> <p>Minimise quantities of fuel stored at any one place/ event site.</p> <p>All fuel to be stored outside in a well-ventilated area. Fuels must be securely stored to prevent unauthorised access to them.</p>	<p>2</p>	<p>1</p>	<p>L</p>	
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						<p>Fire Extinguishers provided in all locations of stored fuel or generators.</p> <p>No smoking signage to be in place near fuel storage areas.</p> <p>Generators and electricals tested and certified prior to use by a competent electrician.</p> <p>Earth and Circuit breakers tested on all generators prior to use.</p>				
<p>Cable Runs: Slips, trips and falls</p>	3.3	Event staff, contractors and Event attendees	2	2	M	<p>Minimum number of cable runs to be used.</p> <p>Where possible, these not to be in public areas. If in public areas, acceptable cable covers in high visibility colours to be used.</p> <p>High-level cable runs preferred.</p> <p>When possible cables should be 'Trenched' In.</p>	2	1	L	

						Event Safety Advisor to inspect				
LPG: Fire and explosion	3.4	Event staff, contractors and Event attendees	3	2	H	<p>LPG to be limited to a maximum of one cylinder spare for each one in use at each unit.</p> <p>Vehicles and units to be checked on a regular basis for compliance.</p> <p>Unit operators to submit certification in advance that gas installation has been installed and checked within the last three months by competent approved contractor.</p> <p>Details to be vetted in advance of siting by the Event Safety Advisor.</p> <p>Competence/training of staff in the use/changing of LPG to be vetted.</p> <p>LPG storage facility to be established remote from main event infrastructure at an agreed location.</p> <p>Event Safety Advisor to inspect</p> <p>No LPG to be stored inside any buildings.</p>	3	1	M	
Cooking Fire: Fire and burn injuries	3.5	Event staff, contractors and Event attendees	2	2	M	<p>Fire fighting equipment to normal requirements and to satisfaction of the Event Safety Advisor to be required.</p> <p>Caterers to be trained/vetted in the use of extinguishing media.</p> <p>Event Safety Advisor to inspect</p>	2	1	L	

						Event Safety Advisor to check food hygiene certification, use-by dates and chill chain processes if applicable				
Waste Storage: Fires	3.6	Event staff, contractors and Event attendees	3	2	H	Waste storage close to units to be provided in metal skips in secure locations away from main public areas. Suitable and sufficient fire fighting equipment to be in place Event Safety Advisor to inspect	2	1	L	

4. Marquees & Temporary Structures										
<p>Means of Escape (Temporary structures for public occupation): Panic Crushing Inability to escape</p>	4.1	Event staff, contractors and Event attendees	3	2	H	<p>A suitable and sufficient number of emergency exits shall be positioned around the perimeter of the marquee in accordance with the Regulatory Reform (Fire Safety) Order 2005. Details to be agreed with Event Safety Advisor and Fire Officer prior to build.</p> <p>Exit doors (if fitted) shall open outwards and shall be unlocked when the tent is occupied. Panic bolts may be fitted if appropriate. Exits to be stewarded throughout period of public occupation.</p> <p>Suitable and sufficient maintained emergency signage and lighting to be available. Cocoon in the Park to ensure that contracts with either tent supplier or electrician states responsibility for provision of lighting/signage.</p> <p>Inspection of lighting and signage by Event Safety Advisor as appropriate prior to public use.</p> <p>Emergency / fire assembly point as per site plan and ESMP</p>	2	1	L	<p>Exit doors to be maintained clear inside and outside the tent.</p> <p>Guys and stakes near exits to be maintained clear of pedestrian routes and shall be clearly marked or protected to avoid tripping</p>
<p>Fire: Damage by fire or smoke to persons and/or property</p>	4.2	Event staff, contractors and Event attendees	3	2	H	<p>Keep combustibles to minimum. No storage of combustible or explosive material permitted within in any temporary structures.</p> <p>Provide suitable and sufficient fire extinguishers and at exit doors.</p>	2	1	L	

						<p>Stewards to be aware of location of extinguishers.</p> <p>Fabric of tent, drapes, linings and any floor covering to be flame retardant to BS5348 Test 2, BS7157 Annex A, BS7837, bs 5287 Table 1 or BS5867 Part2 Type B as appropriate. Certificates to be available for inspection.</p> <p>Materials that have been chemically treated to achieve their fire retardancy may require recertification at intervals – Event Safety Advisor to check for certification.</p> <p>Petrol generators not to be used.</p>				
Temporary Flooring: Slips, trips and falls	4.3	Event staff, contractors and Event attendees	2	2	M	<p>Flooring materials to be laid evenly to avoid any tripping points and be securely fixed.</p> <p>Installer to remain on site until Event Safety Advisor has checked and approved the floor for use.</p>	2	1	L	
Stakes and Ropes (Traditional Marquees): Slips, trips and falls	4.5	Event staff, contractors and Event attendees	2	2	M	<p>Guy ropes, stakes and other anchorages to be positioned and protected in such a manner as to reduce the potential for members of the public to walk into or trip over them.</p> <p>Guy ropes near exit routes or near pedestrian routes shall be clearly marked or barriered off.</p> <p>Stakes and pegs shall be provided with cushioning by either the tent supplier or the client (contract item to be clarified with tent supplier) to prevent abrasion</p>	2	1	L	

						<p>injuries or clearly separated from public areas.</p> <p>Event Safety Advisor to inspect before Event opens.</p> <p>Personnel onsite during event to monitor at regular intervals</p>				
<p>Services: Gas, electric, water etc services either overhead or underground Fire, explosion, damage to services</p>	4.6	Event staff and contractors	3	2	H	<p>Site survey to be undertaken to review the locations of any overhead cables and buried services chambers. Marquees to be positioned to avoid these.</p> <p>Services providers to be consulted where there is any doubt relating to the possibility of encountering buried services.</p> <p>CAT Scanners to be used where doubt exists as to the location of Service cables.</p> <p>A permit to work will be required if any ground-breaking activities are to be carried out in hazardous areas.</p>	2	1	L	
<p>Wind Loading: Adverse weather conditions, high winds, risk of collapse, breach of structural integrity.</p>	4.7	Event staff, contractors and Event attendees	3	2	H	<p>Weather forecasts to be obtained at regular intervals and, where strong winds are forecast, the high wind procedures specified by the marquee supplier shall be consulted.</p> <p>Where wind gust speeds are predicted to exceed 18m/s or supplier stated figure, the marquee and the immediate area is to be evacuated and secured against re-entry.</p> <p>Marquee dismantling or strengthening may be carried out as determined by the contractor.</p>	2	1	L	

						Event Safety Advisor to monitor wind speeds using an Anonometre and checking BBC/Met office Websites on a regular basis.				
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5. Live Event										
<p>Overcrowding: Overcrowding of the venue, safe occupant capacity exceeded.</p> <p>Crushing risk, crowd surges, pinch points, bottle necks.</p> <p>Insufficient space for crowd to circulate.</p> <p>Insufficient space for crowd to evacuate safely.</p>	5.1	Event staff, contractors and Event attendees	3	2	H	<p>Capacity of event having regard to site lines and seating /standing arrangements as given in guidance.</p> <p>Events are ticketed, tickets sold in advance.</p> <p>Use stewards/barriers to control crowd movements as required.</p> <p>Licensed safe capacity never to be exceeded.</p> <p>Safe Occupancy levels are calculated by taking into account the minimum floor area fire exit capacity of the venue.</p> <p>Fire Exit Capacity never to be exceed – please see ESMP.</p>	2	1	L	
<p>Audience Crush - front of stage: Stewarding control and access.</p>	5.2	Event attendees	3	1	M	<p>The stage will be positioned and provided with sight lines such that it gives the widest possible angle of view for the audience for area available.</p> <p>The type of events and audience profiles suggests pushing forward will not be a serious issue.</p> <p>Stewards will monitor and control area.</p> <p>The audience will be monitored by the event staff to detect any problems.</p>				<p>Procedures to be implemented to communicate these problems to security, first aid, stage manager, Event Safety Advisor that appropriate action is taken.</p> <p>There should be an authority to stop the show temporarily if required; this decision will be made by the Operations/Production Manager.</p>

						The Operations/Production Manager will have a clear sightline to the front of stage				
<p>Emergency Evacuation: Hazards from the need to evacuate.</p> <p>Localised or whole event area.</p> <p>Fire, structural collapse, terrorism attack, mass crowd disorder, medical emergency, power cut, fire arms attack, bomb threat, vehicle borne attack.</p>	5.3	Event staff, contractors and Event attendees	3	2	H	<p>An evacuation plan will be agreed with the emergency services.</p> <p>Emergency announcements made over PA (back up power necessary) to give instructions to the public. This to be supplemented with message relayed on the screens either side of stage.</p> <p>All access routes to be stewarded.</p> <p>Stewarding companies and Event Safety Advisor to be familiar with any event specific evacuation strategy and alarm system.</p> <p>Emergency / fire assembly point as per site plan and ESMP</p>	3	1	M	
<p>Hazards arising through unauthorised access to plant, structures and equipment:</p>	5.4	Event staff, contractors and Event attendees	3	1	M	<p>All plant and equipment will, as far as is possible, be contained in secure areas.</p> <p>Event stewards to monitor</p>	2	1	L	
<p>Structures: Collapse</p>	5.5	Event staff, contractors and Event attendees	2	2	M	<p>Temporary structures to be suited to their intended use and foreseeable overload conditions, including adverse weather conditions. Refer to assessments for build (1.9)</p> <p>The structures to be erected by contractors who have had their health and safety standards vetted and completion certificates issued and completed.</p>	2	1	L	

						The Event Safety Advisor will monitor conditions on site, as they develop to ensure that design limits not exceeded. To be checked by competent person as appropriate.				
Conflicts between pedestrians and vehicles:	5.7	Event attendees	2	2	M	<p>Ensure that parking areas established for the Event are clearly signed and marshalled.</p> <p>Ensure queuing areas are separated from vehicular routes.</p> <p>Ensure that an effective Traffic Management Plan is in place.</p> <p>No vehicles allowed to operate whilst the events are open.</p> <p>Stewards to control and restrict vehicular access.</p> <p>Steward to wear high visibility clothing.</p> <p>Area to be sufficiently lit.</p>	2	1	L	Emergency vehicles access the site will always use warning lights and alarms if necessary.
Disabled Persons: Crushing of disabled person in crowd, difficulty in evacuation	5.8	Disabled Persons	3	2	H	<p>Provide viewing area where practicable and appropriate.</p> <p>If platform is built, to ensure facilities such as ramps are available for wheelchair users.</p> <p>Stewards in attendance in designated disabled areas to control access.</p> <p>Cables taped down and clearly marked, use of cable ramps or overhead truss where appropriate</p>	2	1	L	

Electrical Hazards: Electrocution.	5.9	Event staff, contractors and Event attendees	3	1	M	<p>All electrical equipment and generators to be supplied and installed by reputable, competent contractors. Their standards will be pre-vetted, as will all contractors and a copy of their certificate as to membership of a recognised professional body obtained.</p> <p>All electrical systems will be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers. All generators, distribution boxes etc to be away from public.</p> <p>A competent electrician will certify all electrical installations are safe to use upon completion and before use.</p> <p>A competent electrical contractor should be available to deal with any problems should they arise.</p>	2	1	L	A Temporary Electrical Installation certificate will be obtained.
Medical Provisions: Insufficient, unsuitable provisions in place.	5.10	Event attendees	3	2	H	<p>Provide medical cover commensurate with audience numbers.</p> <p>The Event Safety Guide, Chapter 20, will be used to calculate the required provisions.</p> <p>The NHS Trust will also be consulted, previous years requirements will also be taken into consideration.</p>	2	1	L	Medical provision will be supplied by the event organiser.

<p>Noise: Hearing damage.</p>	<p>5.11</p>	<p>Event staff, contractors and Event attendees</p>	<p>2</p>	<p>2</p>	<p>M</p>	<p>Work areas where noise expected to exceed 80dB (a) to be identified and signed. Employers on site to advise staff accordingly and provide appropriate hearing protection.</p> <p>Sound levels to be monitored at the FOH Mixer position.</p> <p>Operations/Production Manager to monitor.</p>				<p>Sound levels to be also monitored 1mtr away from nearest habitable residence.</p> <p>Licence noise level conditions to be adhered to</p>
<p>Loss of Light: Unable to see Secondary systems. Lighting for evacuation</p>	<p>5.12</p>	<p>Event attendees</p>	<p>2</p>	<p>2</p>	<p>M</p>	<p>Emergency lighting & emergency exit signage present in permanent structures.</p> <p>Secondary lighting from stage, festoon etc.</p> <p>Key stewards to be provided with torches.</p> <p>Cables taped down and clearly marked, use of cable ramps or overhead truss where appropriate</p>	<p>1</p>	<p>1</p>	<p>L</p>	
<p>Static Cameras: Members of the public/audience tampering with camera equipment.</p>	<p>5.13</p>	<p>Event attendees</p>	<p>2</p>	<p>2</p>	<p>M</p>	<p>Cameras and equipment never to be left unattended in areas that the public have access to.</p> <p>When used out doors cameras, wherever possible will be powered by portable 12v batteries.</p> <p>A competent, experienced person will always supervise and monitor camera operatives.</p> <p>When deemed necessary by the Event Safety Advisor camera operatives will</p>	<p>2</p>	<p>1</p>	<p>L</p>	

						be partnered by a competent person who will monitor the surrounding activities and pedestrian/vehicular movement.				
Moving cameras, attached to cranes, dollies, carrying devices and hand held: Collisions with people, structures and structure	5.14	Event attendees	2	2	M	<p>Only manufactures approved camera attachments will be use to secure cameras to moving devices designed and fit for the purpose.</p> <p>Secondary forms of attachment (i.e. Safeties) will be fitted to all camera equipment.</p> <p>Camera operatives will be partnered by a competent person who will monitor the surrounding activities and pedestrian/vehicular movement so as to reduce the likelihood of a collision as a result of 'Spatial Awareness' issues.</p> <p>Whenever possible sterile areas will be created and appropriately stewarded to prevent public/audience members accessing camera tracking routes.</p>	1	1	L	
Camera platforms: Collapse, people and /or equipment falling.	5.15	Event staff, contractors and Event attendees	2	2	M	<p>All platforms to be erected by competent contractors.</p> <p>Where necessary handrails and toe-boards will be fitted.</p> <p>Suitable means of access and egress will be fitted.</p> <p>Platforms will be stewarded to ensure that members of the public/audience cannot access platforms.</p> <p>A competent person will inspect platforms each day.</p>	1	1	L	

						<p>If out riggers are used then the area needs to be barriered off.</p> <p>Event Safety Advisor to inspect</p>				
<p>Crowd Movements: Excessive movements of crowds between artists. Popularity etc. Large crowds moving to an occupied stage, risk of over-crowding, crushing etc.</p>	5.16	Event staff, contractors and Event attendees	3	2	6	<p>Strategic programming of line-up so that acts of similar popularity are programmed across stages at the same time.</p> <p>'Stage Full' signage to be deployed along with pedestrian barrier to perimeter of areas when they are approaching capacity. Security response teams will be deployed to the perimeter to enforce this. Manual clickers will be used and a 'one in, one out' policy will be enforced to ensure that the stage or venue do not exceed their safe capacity.</p> <p>Stage Managers & Security spotters will monitor the crowd movements from the pit area. If needed then the Event Safety Advisor can be requested to attend and assess the dynamics and density of the crowd. If the density of the crowd is excessive then a show-stop can be implemented. The music will be stopped and the stage manager will ask the audience to take 3 steps back on the count of three.</p>	2	1	2	

6. Fire Risk Assessment										
<p>Fire Hazard - Stage: Death, major injury and damage to property</p>	6.1	Event staff, contractors and Event attendees	3	2	H	<p>All structures to stage/front of house to be of flame retardant substances.</p> <p>Stage/mixer to be equipped with CO₂, powder and water extinguishers. All generators to have dry powder.</p> <p>Stewards to evacuate area to allow trained personnel through if necessary and appropriate.</p> <p>Petrol generators will not be allowed.</p> <p>Evacuation strategy in place</p> <p>Stage to be inspected by Event Safety Advisor</p>	2	1	L	
<p>Fire Hazard: Death, major injury and damage to property</p>	6.2	Event staff, contractors and Event attendees	3	2	H	<p>Event stewards to be positioned and continually checking for ignition sources</p> <p>Daily inspection carried out by the Event Safety Advisor.</p> <p>Fire points placed in secure locations – all stewards made aware of there positions prior to the event opening.</p> <p>Selected personnel trained in fire fighting procedures.</p> <p>Evacuation strategy in place</p>	2	1	L	Event site exit values to be calculated using The Regulatory Reform (Fire Safety) Order 2005.
<p>Fire Hazard – Temporary structures/bars:</p>	6.3	Event staff, contractors and Event attendees	3	2	H	<p>All temporary structures/bars will be inspected prior to opening by the Event Safety Advisor and the Fire Service, if available.</p>	2	1	L	

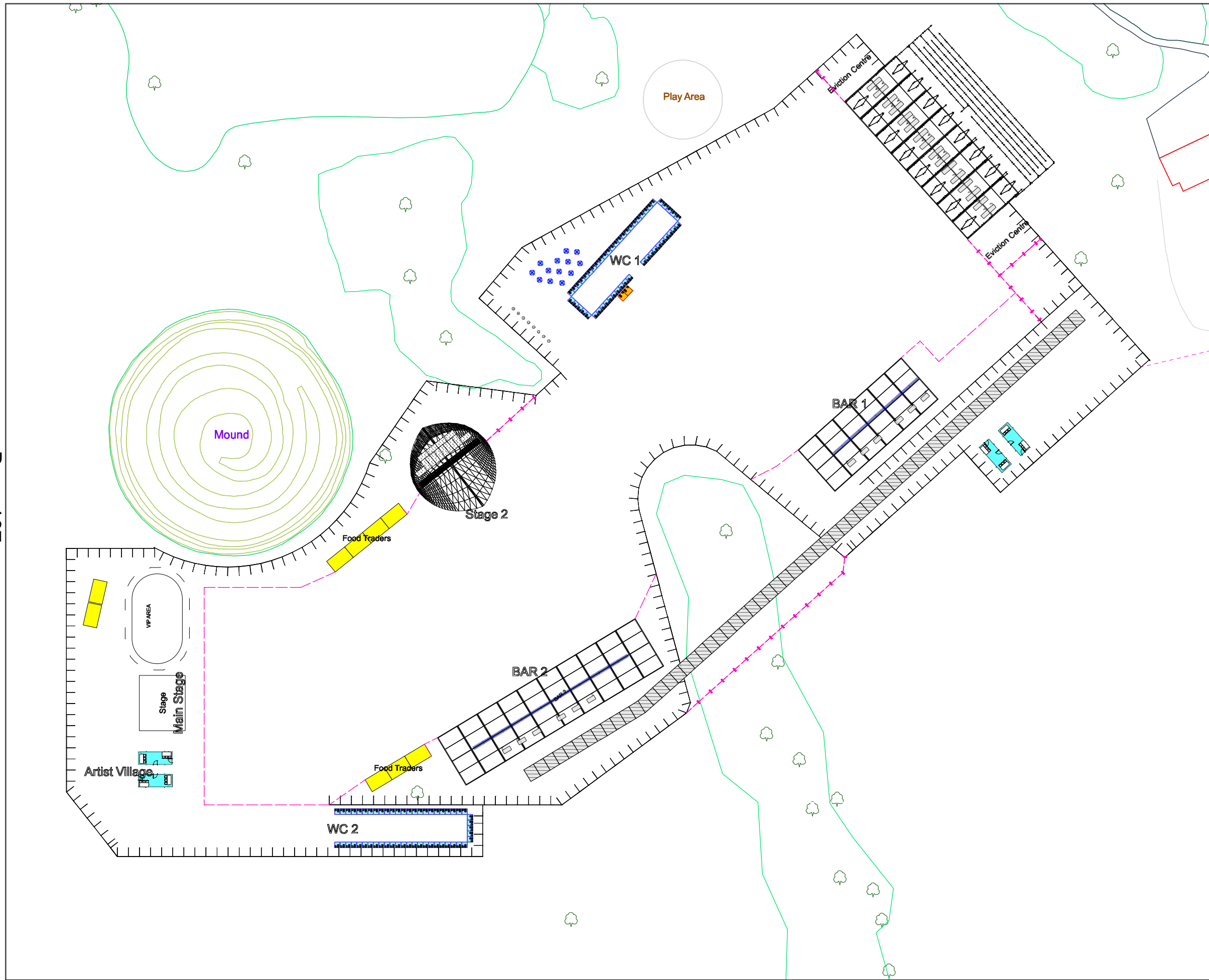
<p>Death, major injury and damage to property</p>						<p>An Inspection Sheet will be completed and signed by the operator/installer.</p> <p>The following areas will be inspected:</p> <ul style="list-style-type: none"> - Fire Detection and Alarm system - Fire Exits – Suitable and enough properly signed and not obstructed. - Occupancy capacities - Fire Fighting Equipment - Flame Retardancy Certificates - Stewarding numbers - Emergency Procedures - Combustible materials - Storage of Waste will be removed, segregated or minimised where possible to remove unnecessary risk. <p>The name and contact details of the Responsible Person will be obtained and passed to the Event Safety Advisor.</p> <p>Emergency / fire assembly point as per Site Plan and ESMP</p>				
<p>Emergency Vehicle Routes: Becoming blocked or obstructed.</p>	<p>6.4</p>	<p>Event staff, contractors and Event attendees</p>	<p>3</p>	<p>2</p>	<p>H</p>	<p>Emergency Vehicle Routes (EVRs) clearly detailed on site plan.</p> <p>EVRs stewarded at all times event site is open to Event attendee.</p> <p>Trackway to be laid in areas were the ground surface maybe unstable.</p> <p>Stewards policing EVRs to have operation Radios in contact with the ELT.</p>	<p>2</p>	<p>1</p>	<p>L</p>	<p>Event Safety Advisor to facilitate practice runs to ensure practicability of EVRs</p>

<p>LPG: Fire and explosion</p>	6.5	Event staff, contractors and Event attendees	3	2	H	<p>LPG to be limited to a maximum of one cylinder spare for each one in use at each unit.</p> <p>Units to be checked on a regular basis for compliance.</p> <p>Caterers to submit certification in advance that gas installation has been installed and checked within the last three months by competent approved contractor. Details to be vetted in advance of siting by the Event Safety Advisor.</p> <p>Competence/training of staff in the use/changing of LPG to be vetted.</p> <p>LPG storage facility to be established remote from main event infrastructure at an agreed location.</p> <p>Event Safety Advisor to inspect</p> <p>No LPG to be stored within buildings.</p>	3	1	M	The Minimum Separation distance for LPG storage as detailed in the LPGA Code of Practice – Section 2, page 13 will be followed.
<p>Generators: Fire and electric shock</p>	6.6	Event staff, contractors and Event attendees	3	1	M	<p>Where possible, consideration should be given to connecting units and lighting to main supplies. Where this is not possible, a minimum number of shared generators to be used.</p> <p>No petrol generators to be used.</p> <p>Generators to be located in secure areas away from public.</p>	2	1	L	

						<p>Generators to be secured by using 'Heras' fencing.</p> <p>All generators to have suitable and sufficient fire extinguishers close at hand.</p> <p>Generators only to be provided by event approved Electrical Distribution contractor.</p> <p>Generators earthed and fitted with circuit breakers.</p> <p>Earth and circuit breakers tested and certified before use by competent electrician.</p>				
Cooking Fire: Fire and burn injuries	6.7	Event staff, contractors and Event attendees	2	2	M	<p>Background of caterers to be checked by Event Safety Advisor for previous users.</p> <p>All caterers to fill out a Pre-Event Safety Questionnaire.</p> <p>Fire fighting equipment to normal requirements and to satisfaction of the Event Safety Advisor to be required.</p> <p>Caterers to be trained/vetted in the use of extinguishing media.</p> <p>Event Safety Advisor to inspect</p>	2	1	L	
Waste Storage: Fires	6.8	Event staff, contractors and Event attendees	3	2	H	<p>Waste storage close to units to be provided in metal skips in secure locations away from main public areas.</p> <p>Suitable and sufficient fire fighting equipment to be in place</p>	2	1	L	

						Event Safety Advisor to inspect				
<p>Means of Escape (Marquees for public occupation): Panic, crushing Inability to escape</p>	6.9	Event staff, contractors and Event attendees	3	2	H	<p>A suitable and sufficient number of emergency exits shall be positioned around the perimeter of the marquee in accordance with the Regulatory Reform (Fire Safety) Order 2005. Details to be agreed with Event Safety Advisor prior to build.</p> <p>Exit doors (if fitted) shall open outwards and shall be unlocked when the tent is occupied. Panic bolts may be fitted if appropriate. Exits to be stewarded throughout period of public occupation.</p> <p>Suitable and sufficient maintained emergency signage and lighting to be available. Cocoon in the Park to ensure that contracts with either tent supplier or electrician states responsibility for provision of lighting/signage.</p> <p>Inspection of lighting and signage by Event Safety Advisor as appropriate prior to public use.</p> <p>Emergency / fire assembly point as per site plan and ESMP.</p>	2	1	L	<p>Exit doors to be maintained clear inside and outside the tent.</p> <p>Guys and stakes near exits to be maintained clear of pedestrian routes and shall be clearly marked or protected to avoid tripping</p>
<p>Arson: Damage by fire or smoke to persons and/or property as a result of a wilful act.</p>	6.10	Event staff, contractors and Event attendees	3	2	H	<p>Keep combustibles to minimum. No storage of combustible or explosive material permitted in tent.</p> <p>Provide suitable and sufficient fire extinguishers and at exit doors. Stewards to be aware of location of extinguishers.</p>	2	1	L	<p>Petrol generators not to be used.</p>

















						<p>Fabric of tent, drapes, linings and any floor covering to be flame retardant to BS5348 Test 2, BS7157 Annex A, BS7837, bs 5287 Table 1 or BS5867 Part2 Type B as appropriate. Certificates to be available for inspection.</p> <p>Materials that have been chemically treated to achieve their fire retardancy may require recertification at intervals – Event Safety Advisor to check for certification.</p> <p>Access to combustibles to be restricted to working personnel by stewards.</p>				
<p>Emergency Evacuation: Hazards from the need to evacuate.</p> <p>Localised or whole event area.</p> <p>Fire, structural collapse, terrorism attack, mass crowd disorder, medical emergency, power cut, fire arms attack, bomb threat, vehicle borne attack.</p>	6.11	Event staff, contractors and Event attendees	3	2	H	<p>An evacuation plan will be agreed with the emergency services.</p> <p>Emergency announcements made over PA (back up power necessary) to give instructions to the public.</p> <p>All access routes to be stewarded.</p> <p>Stewarding companies and Event Safety Advisor to be familiar with any event specific evacuation strategy and alarm system.</p> <p>Event staff to be briefed in the evacuation procedures prior to the event.</p>	3	1	M	
<p>Décor Risk of ignition and combustion of material used for décor items. This includes décor items</p>	6.12	Event staff, contractors and Event attendees	3	2	H	<p>All décor materials are manufactured with a fire-resistant material to reduce combustibility.</p>	3	1	M	Application of 'Flamebar' to further mitigate the risk of combustion.

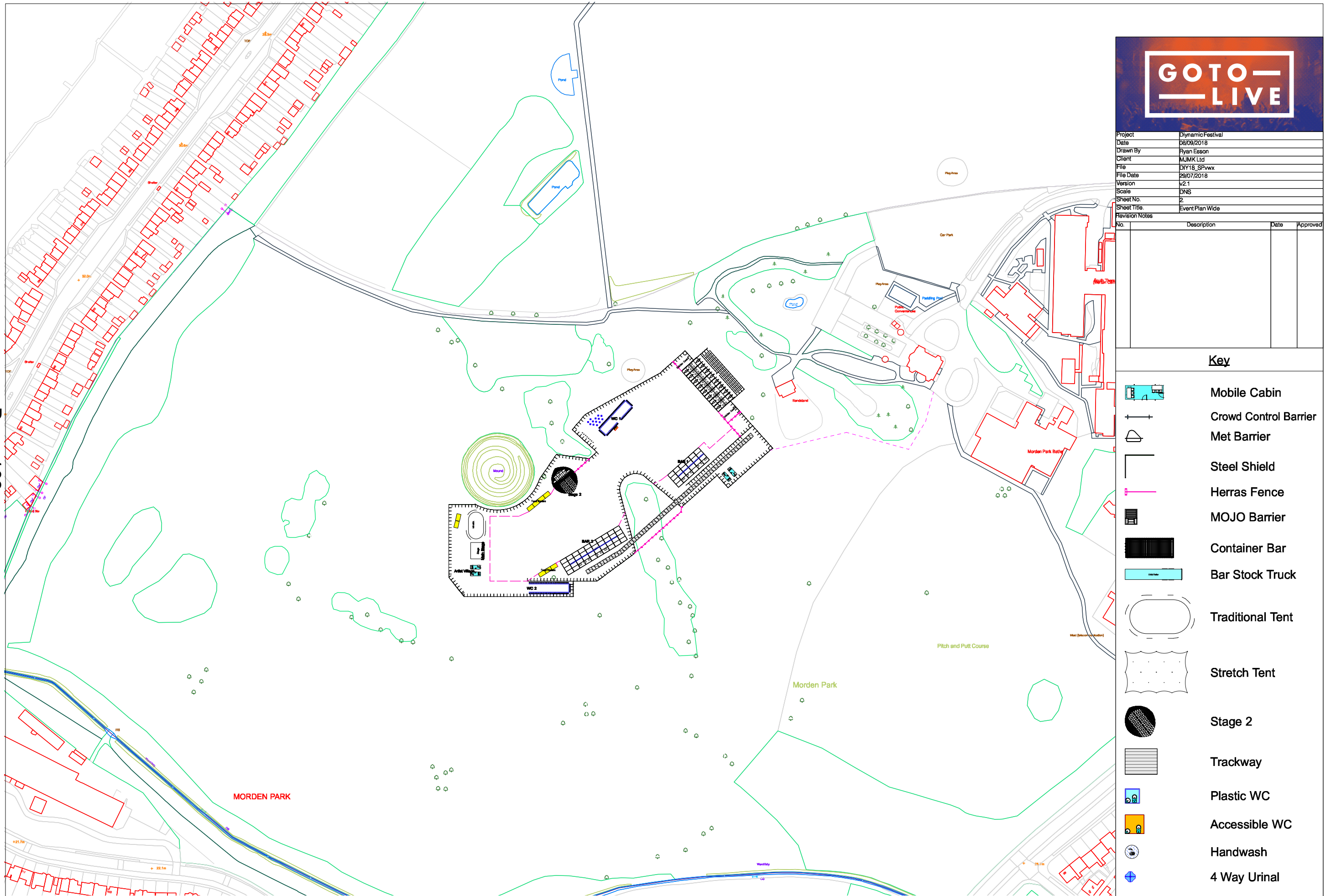


Project	Dynamic Festival
Date	26/09/2018
Drawn By	Ryan Esson
Client	MJMK Ltd
File	DIY18_SPvwx
File Date	29/07/2018
Version	v2.1
Scale	DNS
Sheet No.	1
Sheet Title	Event Plan

No.	Description	Date	Approved

Key










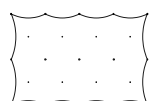






-  Mobile Cabin
-  Crowd Control Barrier
-  Met Barrier
-  Steel Shield
-  Herras Fence
-  MOJO Barrier
-  Container Bar
-  Bar Stock Truck
-  Traditional Tent
-  Stretch Tent
-  Stage 2
-  Trackway
-  Plastic WC
-  Accessible WC
-  Handwash
-  4 Way Urinal



Project	Dynamic Festival
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File	DIY18_SPWwx
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Version	v2.1
Scale	DNS
Sheet No.	2
Sheet Title	Event Plan Wide

No.	Description	Date	Approved

Key

-  Mobile Cabin
-  Crowd Control Barrier
-  Met Barrier
-  Steel Shield
-  Herras Fence
-  MOJO Barrier
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-  Stretch Tent
-  Stage 2
-  Trackway
-  Plastic WC
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Diynamic Festival 2018

Noise Management Plan

MJMK Ltd

Revision 0

28 July 2018

Role	Name	Position	Signature	Date
Author	Rupert Burton BSc (Hons) MIOA	Director	[Redacted Signature]	28/07/2018
Reviewer	Robert Miller BSc (Hons) MIOA	Director	[Redacted Signature]	28/07/2018

Revision	Date	Reason
0	28/07/2018	Issue

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Figure 1: Site Location and Surrounding Area

Figure 2: Site Plan

Appendices

Appendix A: Glossary of Acoustic Terms

Appendix B: Event Complaint Log

1 Introduction

1.1 Appointment

1.1.1 F1 Acoustics Company Limited (F1AC) has been appointed by MJMK Limited (MJMK) to provide sound control management for the Dynamic Festival 2018, to be held on Saturday 8th September 2018 at Morden Park, Morden Hall Road, London, SM4 5JD.

1.1.2 This Noise Management Plan (NMP) contains details of the noise management strategies that will be executed by F1AC on behalf of MJMK, and to ensure that the sections of the premises licence relating to noise are addressed and implemented at all times during the event.

1.2 About F1 Acoustics Company Ltd

1.2.1 F1AC are specialists in event and festival sound control and have provided services for festivals including Glastonbury, Boomtown, Leeds, Latitude, Kendall Calling and Festival No. 6 plus numerous other single stage and multi-stage events across the UK. We have a combined experience of over 18 years providing high quality sound control services and all of our Consultants are Members of the Institute of Acoustics. As well as entertainment sound control the company deals with a large range of acoustics and noise issues and our staff have presented expert testimony at planning and licencing hearings as well as being accustomed to liaising with Local Authority Officers regarding noise issues.

1.2.2 F1AC will use integrating sound level meters capable of measuring in third-octave bands and conforming to the Class 1 specification contained in BS EN 61672-1:2013 for all off-site measurements, with all sound level meters used for on-site monitoring, if required by conditions within the Premises Licence, conforming to the Class 2 specification or better. These sound level meters will be within a two year period of calibration traceable to national standards. All sound level meters will be checked for calibration with an equivalent or more accurate Class of acoustic calibrator, which is within a two year period of calibration traceable to national standards, before and after each monitoring session.

- 1.2.3 F1AC has used National Guidelines, The Code of Practice on Environmental Noise Control at Concerts (The Noise Council, 1995) and our expert experience in this sector to tailor this Noise Management Plan for the type of event, number of customers, number of stages and location to ensure an achievable protocol for sound control is established.

2 Licence, Standards and Guidance

2.1 Licence

2.1.1 The premises licence applied for to Merton Council (MC) is proposed to contain the following conditions relating to noise:

“25. A qualified and suitably experienced Noise Management Consultancy will be appointed to produce a Noise Management Plan (NMP) and provide representatives on site during the live hours of the event.

26. Local residents will receive prior notification of the event including details of the event timings. The distribution for the notification letter will be agreed with the Local Authority. This is to include local businesses that may be affected by the attendees to the event during ingress and egress.

27. A noise “hot line” number will also be included to allow residents to contact an event representative should they need to make a complaint during the event.”

2.2 Code of Practice on Environmental Noise Control at Concerts

2.2.1 The Code of Practice on Environmental Noise Control at Concerts contains the following relevant guidance regarding the off-site noise limits at the nearest noise sensitive receptors (NSRs):

“3.1 The Music Noise Levels (MNL) when assessed at the prediction stage or measured during sound checks or concerts should not exceed the guidelines shown in Table 1 at 1 metre from the façade of any noise sensitive premises for events held between the hours of 09.00 and 23.00.

Table 1

Concert days per calendar year, per venue	Venue category	Guideline
1 to 3	Urban Stadia or Arenas	The MNL should not exceed 75 dB(A) over a 15 minute period
1 to 3	Other Urban and Rural Venues	The MNL should not exceed 65 dB(A) over a 15 minute period
4 to 12	All Venues	The MNL should not exceed the background noise level by more than 15 dB(A) over a 15 minute period

Notes to Table 1

1. The value used should be the arithmetic average of the hourly LA90 measured over the last four hours of the proposed music event or over the entire period of the proposed music event if scheduled to last for less than four hours.
2. There are many other issues which affect the acceptability of proposed concerts. This code is designed to address the environmental noise issue alone.
3. In locations where individuals may be affected by more than one venue, the impact of all the events should be considered.
4. For those venues where more than three events per calendar year are expected, the frequency and scheduling of the events will affect the level of disturbance. In particular, additional discharges can arise if events occur on more than three consecutive days without a reduction in the permitted MNL.
5. For indoor venues used for up to about 30 events per calendar year an MNL not exceeding the background noise by more than 5 dB(A) over a fifteen minute period is recommended for events finishing no later than 23.00 hours.
6. Account should be taken of the noise impact of other events at a venue. It may be appropriate to reduce the permitted noise from a concert if the other events are noisy.
7. For venues where just one event has been held on one day in any one year, it has been found possible to adopt a higher limit value without causing an unacceptable level of disturbance.

3.2 For events continuing or held between the hours 23.00 and 09.00 the music noise should not be audible within noise-sensitive premises with windows open in a typical manner for ventilation.

Notes on Guidelines 3.2

1. The use of inaudibility as a guideline is not universally accepted as an appropriate method of control. References 6 & 7 (Appendix 1) set out the various issues. This guideline is proposed as there is insufficient evidence available to give more precise guidance.

2. Control can be exercised in this situation by limiting the music noise so that it is just audible outside the noise sensitive premises. When that is achieved it can be assumed that the music noise is not audible inside the noise sensitive premises.

3.3 The nature of music events means that these guidelines are best used in the setting of limits prior to the event (see 4.0).

3.4 Assessment of noise in terms of dB(A) is very convenient but it can underestimate the intrusiveness of low frequency noise. Furthermore, low frequency noise can be very noticeable indoors. Thus, even if the dB(A) guideline is being met, unreasonable disturbance may be occurring because of the low frequency noise. With certain types of events, therefore, it may be necessary to set an additional criterion in terms of low frequency noise, or apply additional control conditions.

Notes to Guideline 3.4

1. It has been found that it is the frequency imbalance which causes disturbance. Consequently there is less of a problem from the low frequency content of the music noise near to an open air venue than further away.

2. Although no precise guidance is available the following may be found helpful (Ref.8): A level up to 70 dB in either of the 63 Hz or 125 Hz octave frequency band is satisfactory; a level of 80 dB or more in either of those octave frequency bands causes significant disturbance.

3.5 Complaints may occur simply because people some distance from the event can hear it and that, consequently, they feel the music must be loud even though

the guidelines are being met. In fact topographical and climatic conditions can be such that the MNL is lower at locations nearer to the venue.”

2.2.2 A glossary of acoustic terms is provided in Appendix A to assist the reader.

3 Site, Environs and Details of the Event

3.1 Site Location

3.1.1 The festival site is located in Morden Park, a 50-hectare public park in the London Borough of Merton situated to the southwest of Morden town centre.

3.1.2 The site is surrounded by residential properties on Lower Morden Lane, Hillcross Avenue and the A24 (Epsom Road / London Road). A plan showing the festival site location and surrounding area is included as Figure 1.

3.2 Diynamic Festival 2018

3.2.1 The event will be held on Saturday 8th September from 11:00 until 22:00. If required, sound propagation tests will occur on Saturday 8th September before the event between 09:00 and 11:00. A plan showing the site layout including the location and orientation of the stages is included as Figure 2.

3.2.2 There will be two stages, one outdoor stage and one tented stage. Both stages will operate from 11:00 until 22:00.

3.2.3 A plan showing the site layout including the location of the main stages is included as Figure 2.

3.2.4 All of the sound systems will have appropriate controls for limiting, adjusting and fine-tuning individual third octave frequency bands.

3.3 Music Noise Level Criteria

3.3.1 The music noise level criteria are based on the guidance provided by the Noise Council's Code of Practice on Environmental Noise Control at Concerts.

3.3.2 The music noise level criteria for Diynamic Festival 2018 are therefore:

- Music noise levels from the event will be managed so that they do not exceed 75 dB $L_{Aeq,15min}$ at the nearest noise sensitive properties.
- Low frequency noise levels will be managed so that music noise levels in the 63 Hz and 125 Hz octave bands do not exceed 70 dB $L_{Zeq,15min}$ at noise sensitive properties at a distance of 2 km and greater from the event site.

4 Sound Control Procedure

4.1 Personnel

4.1.1 To ensure the noise limits are not exceeded, all the steps of the sound control procedure outlined below will be adopted.

4.1.2 A team consisting of one Lead Consultant and two Consultants will be working at the event.

4.1.3 Details for the Lead Consultant will be provided to the local authority prior to the event. The Lead Consultant will be contactable at any time during the licence period on the site communication radio and/or by mobile phone.

4.1.4 The sound control team will liaise with the team of audio engineers based at the stages and operators of any approved smaller sound systems around the site. The audio engineers will work under the instruction of the sound control team and put in to place any required alterations to the sound systems overall or frequency based output to achieve compliance with the licence conditions. The festival management will be kept updated with regard to the off-site noise levels throughout the event.

4.2 Sound Control Program

Pre-event Information

4.2.1 At least two weeks before the event MJMK will contact local residents of noise sensitive premises in writing to inform them of the start and finish times of the event, propagation tests, rehearsal/sound check times and the community hotline telephone number where complaints can be registered or information requested during the event.

Noise Curfew

4.2.2 Noise from the operation of sound systems will occur between 09:00 and 22:00 on the day of the event. Sound checks may take place on the Friday before the event and will be kept to a minimum between the hours of 10:00 and 19:00.

Sound Propagation Tests and Sound System Set-up Checks

- 4.2.3 If required, sound propagation tests will be carried out on the morning of Saturday 8th September 2018 between 09:00 and 11:00. Some low sound level sound checks and line checking using white or pink noise and low level music may occur the day before the event not before 10:00 and no later than 19:00.
- 4.2.4 The sound propagation tests consist of playing music, similar to the programmed artists, through the sound systems and measuring the music noise levels at fixed monitoring points to be used throughout the event in the front of house (FOH) area, ideally at the mixing position where located FOH, for each of the stages. Concurrent off-site measurements at the nearest NSRs will also be taken for each stage to allow identification of any potential problems from individual stages at individual NSRs. These tests take account of all physical factors (e.g. distance, ground absorption, air absorption and meteorological conditions) such that the on-site operating levels can be adjusted and set to achieve compliance with the off-site licence conditions before the start of the event.

Sound Monitoring and Control

- 4.2.5 MJMK are to inform all relevant parties that F1AC are undertaking the sound control role as part of the license requirement and that this role has been appointed and approved by MJMK. F1AC will have ultimate operational control over all the sound levels throughout the event. Therefore, all other parties, including artists, production managers, stage managers, sound engineers and event managers will be instructed not to increase any sound levels unless specifically agreed by the Lead Consultant responsible for sound control.
- 4.2.6 On-site music sound levels will be monitored at the front of house mixing desk positions using Noise Network: LIVE. Music sound levels are measured in 15-minute and 1-minute L_{Aeq} and L_{Ceq} values.
- 4.2.7 Off-site noise levels will be measured using Class 1 specification integrating sound level meters capable of measuring third-octave bands. Octave band measurements will be regularly taken at monitoring positions representative of the nearest noise sensitive receptors. The monitoring locations will be agreed with MC prior to the event.

4.2.8 If any music levels are measured to be above the limits provided in Section 3.3, the sound engineer at the stage identified (or all stages if an individual stage cannot be easily identified) will be instructed to reduce the music noise level, until a measurement showing compliance with the conditions can be taken. In addition to the control of the overall sound level, frequency adjustments can also be made to reduce the sound at certain low frequencies, often characterised outside the event as a ‘bass beat’.

4.2.9 Throughout the event, F1AC will liaise closely with MC Officers responsible for noise. If F1AC is made aware of music noise levels approaching the set limits, sound levels at each stage where it is considered necessary will be reduced. Results of the off-site noise monitoring and any related actions will be collated and kept available by F1AC for inspection by MC at any time during the event.

Low Frequency Sound Control

4.2.10 Paragraph 3.4 from the Noise Council guidance provided in Section 1 states low frequency noise should also be considered separately to minimise the disturbance at NSRs. Notes on Paragraph 3.4 indicate that the onset of significant disturbance is between 70 dB and 80 dB (unweighted). Note 1 of Paragraph 3.4 states that it is the frequency imbalance that causes the disturbance and consequently there is less of a problem from the low frequency content of the music noise near to an open air venue than further away.

4.2.11 The frequency imbalance occurs because the distance attenuation of sound is frequency dependent, with lower (bass) frequencies attenuating at a slower rate than higher frequencies. The distance at which this frequency imbalance becomes noticeable is generally between 1 – 2 km.

4.2.12 At NSRs closer to the site than the onset of the frequency imbalance the L_{Aeq} MNL limit specified in the Premises Licence will take in to account the low frequency component of the music noise. At these NSRs the music noise will contain the full frequency range without significant imbalance, subsequently controlling the A-weighted limit will also control the low frequency component of the MNL.

Community Hotline and Response to Complaints

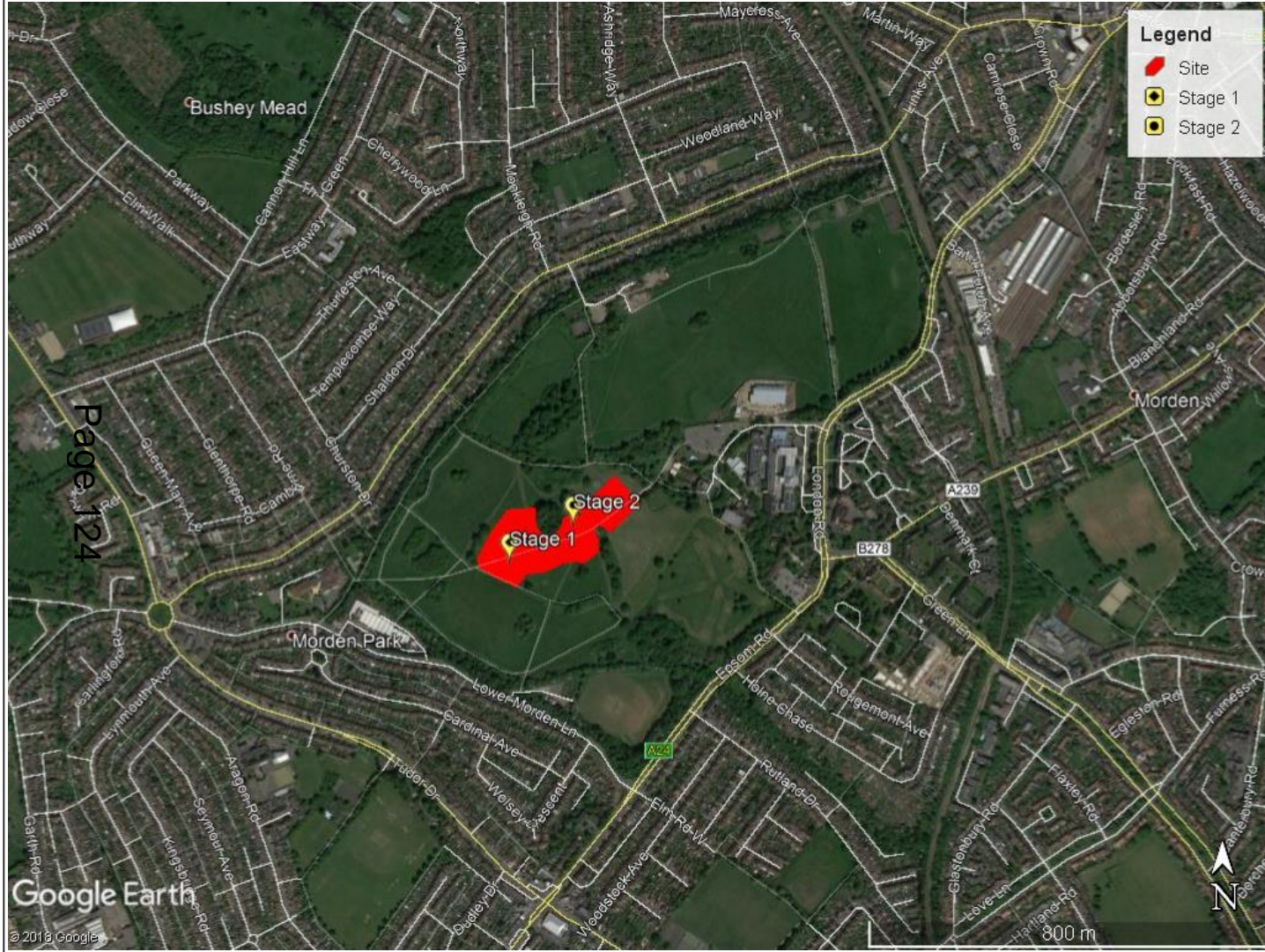
4.2.13 A dedicated community hotline, the telephone number of which will be published as aforementioned in Paragraph 3.2.1, will be staffed throughout the duration of

Dynamic Festival 2018, in the event that any complaints are received regarding, amongst other matters, noise. All complaints will be logged and those relating to noise will immediately be relayed to the Lead Consultant with details, where provided, of the complainant's name, address and postcode, telephone number and a description of the disturbance. A noise complaint log template is provided in Appendix B.

- 4.2.14 Should any complaints of noise be received, at any time during the event or sound propagation tests, a Consultant from the sound control team will visit the complainants address and take a measurement. If music noise levels are measured to be above the limit immediate action will be taken on-site to reduce the level from the event. This will be achieved by two-way radio or mobile phone communication with all persons involved with the sound control procedures, thus a quick response to the problem can be actioned. However, from experience, it has been found that this pro-active sound control procedure will prevent the limits from being exceeded in the first place. Results of complaint investigation monitoring and any related actions will be collated and kept available by F1AC for inspection by the three Local Authorities at any time during the event.

Post-event Report

A post-event report will be available two weeks after the event including a summary of the off-site noise levels measured throughout the event; actions taken as a result of the measurements; complaints received; complaint investigation measurements; and any actions taken as a result of complaint investigation.



Legend

- Site
- Stage 1
- Stage 2

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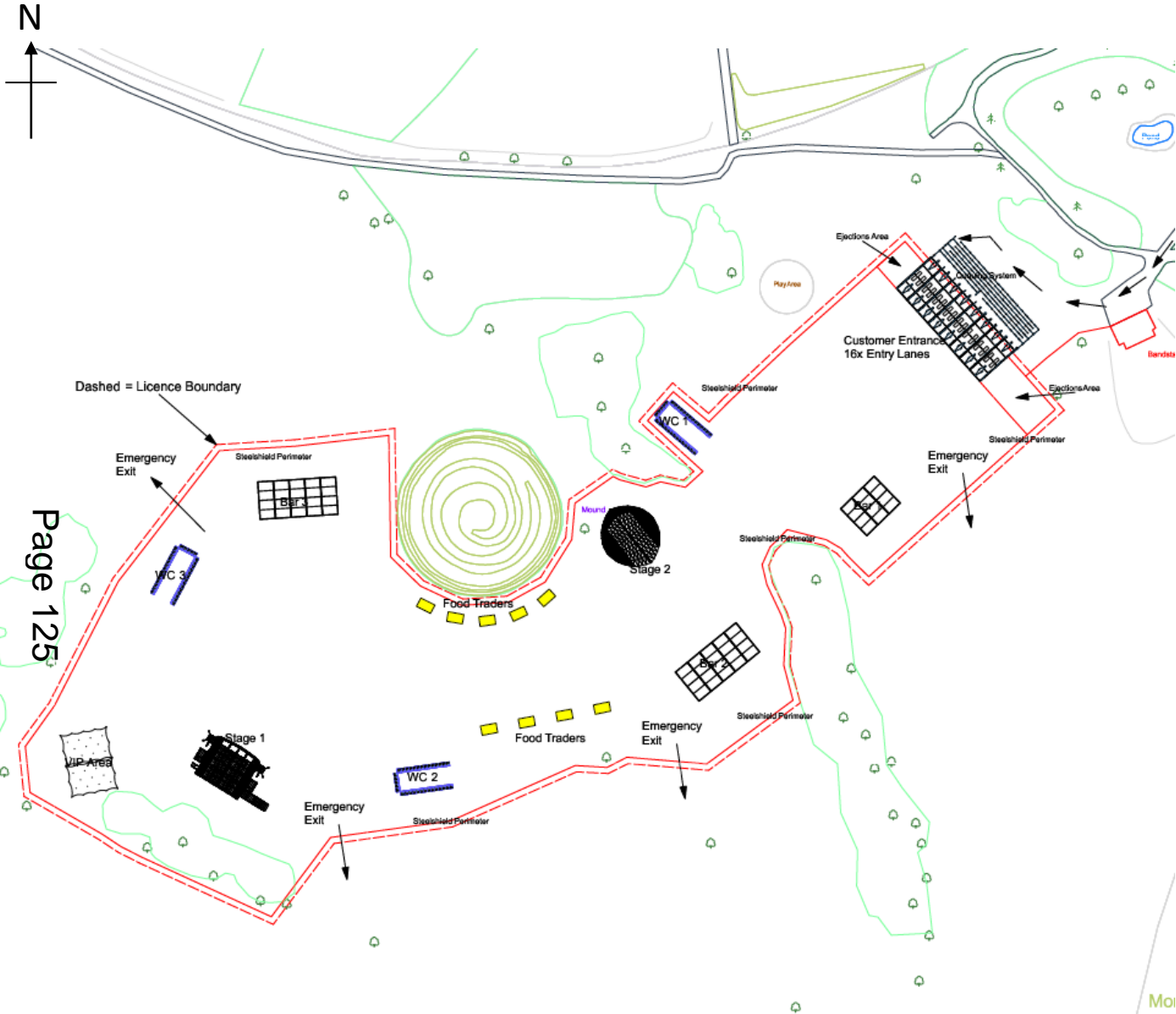
Google Earth

© 2018 Google

REV	DATE	D	R	DESCRIPTION
0	28/07/2018	RB	RM	Issue

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PROJECT:	Diynamic Festival 2018 – Noise Management Plan
CLIENT:	MJMK Limited
TITLE:	Site Location and Surrounding Area
DATE:	28/07/2018
REVISION:	0
SCALE:	Not to Scale
DRAWING NO:	1354/NMP/1/0
FIGURE NO:	1
DRAWN BY:	Rupert Burton
REVIEWED BY:	Robert Miller



REV	DATE	D	R	DESCRIPTION
0	28/07/2018	RB	RM	Issue

F1:AcousticsCoLtd

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PROJECT:	Dynamic Festival 2018 – Noise Management Plan
CLIENT:	MJMK Limited
TITLE:	Site Plan
DATE:	28/07/2018
REVISION:	0
SCALE:	Not to Scale
DRAWING NO:	1354/NMP/2/0
FIGURE NO:	2
DRAWN BY:	Rupert Burton
REVIEWED BY:	Robert Miller

Appendices

Glossary of Acoustic Terms

Noise is defined as unwanted sound. The range of audible sound is from 0 dB to 140 dB. The frequency response of the ear is usually taken to be about 18 Hz (number of oscillations per second) to 18,000 Hz. The ear does not respond equally to different frequencies at the same level. It is more sensitive in the mid-frequency range than at the lower and higher frequencies, and because of this, the low and high frequency component of a sound are reduced in importance by applying a weighting (filtering) circuit to the noise measuring instrument. The weighting which is most used and which correlates best with the human subjective response to noise is the A-weighting. This is an internationally accepted standard for noise measurements.

The ear can just distinguish a difference in loudness between two noise sources when there is a 3 dB difference between them. Also when two sound sources of the same noise level are combined the resultant level is 3 dB higher than the single source. When two sounds differ by 10 dB one is said to be twice as loud as the other.

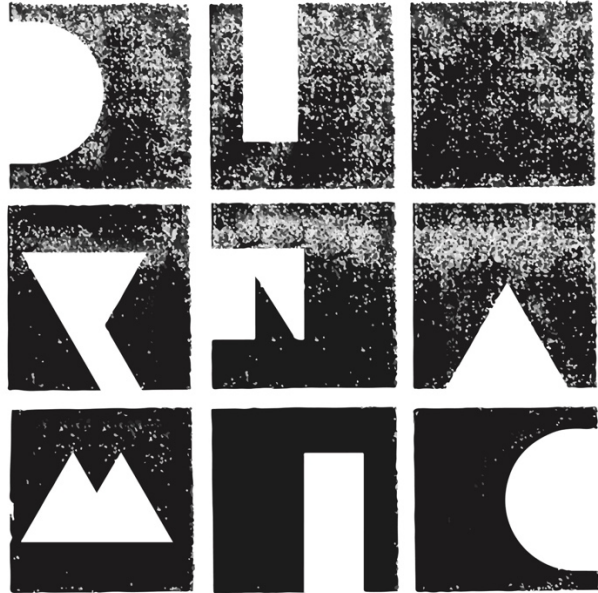
The subjective response to a noise is dependent not only upon the sound pressure level and its frequency, but also its intermittency. Various indices have been developed to try and correlate annoyances with the noise level and its fluctuations. The indices and parameters used in this report are defined below:

- **Background Noise Level** – The prevailing sound level at a location, measured in terms of the $L_{A90,T}$, on an equivalent day and at an equivalent time when no concert or sound checks are taking place.
- **dB(A)** – The A-weighted sound pressure level whereby various frequency components of sound are weighted (equalized) to reflect the way the human ear responds to different frequencies.
- **L_{Aeq}** – The equivalent continuous sound pressure level which at a given location over a given period of time contains the same A-weighted sound pressure level of a steady sound that has the same energy as the fluctuating sound under investigation.
- **$L_{AN,T}$** – The A-weighted sound level exceeded for N% of the measurement period (T).
- **Music Noise Level (MNL)** – The L_{Aeq} of the music noise measured at a particular location.
- **Noise Consultant** – A person given responsibility by the organiser of the event for monitoring noise levels in accordance with the prevailing conditions, and who has the ability and authority to make decisions and implement changes in noise level during the event.

Event Complaint Log

Complaint Number	Received by: Telephone / E-mail / Social Media	Date and Time Complaint Received	Complainant Information (if willingly given): A postcode is the minimum information required to investigate a noise complaint.				Description of complaint
			Name	Address (inc. Postcode)	Telephone Number	E-mail	

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Appendix G Construction Phase Plan

Document Title:	Appendix G – Construction Phase Plan
Date:	July 2018
Version:	V1
Author:	Ryan Esson Director GoTo Live ryan@gotolive.co.uk [REDACTED]

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- 1.2 Nature of the work to be carried out
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- 2.2 Health and safety goals
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 - 2.3.1 Liaison between parties on site
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Introduction

The build and break phases of Diynamic Festival London come under Construction (Design and Management) Regulations 2015 (CDM 2015). The event is not a notifiable project under CDM through the HSE's F10 system as the construction phase is under 30 days and involves less than 500-person days.

As principal contractor (PC) for Diynamic Festival London, GoTo Live Ltd. (GTL) is responsible for the coordination of the activities of both its own operatives and those of subcontractors, to ensure as far as reasonably practicable, that all works are carried out in a manner that protects the health, safety and welfare of all employees and the general public.

Duties include compliance with all current safety legislation and close liaison with the Event Safety Advisor (ESA). This will ensure that any matters that affects the Construction Phase Plan (CPP) is relayed to the ESA thereby ensuring that the CPP remains current and effective for the entire duration of the project.

Included within the site safety file is a copy of GoTo Live's health and safety policy, which should be read in conjunction with all areas of this site specific CPP and the site safety file.

The event manager has specific responsibilities for the day-to-day running of this site and reports directly to the client, Diynamic Festival London Ltd.

All contractor selection, work supervision etc. will be carried out in accordance with Diynamic Festival London guidelines.

DESCRIPTION OF WORK/ PROJECT

1.1. Key project team during construction phase

CDM Role	Name	Contact Details
Client	MJMK Ltd – Marco Mendez & Jake Kazumov	[REDACTED]
Principal Designer (PD)	GoTo Live Ltd	[REDACTED]
Principal Contractor (PC)	GoTo Live Ltd	[REDACTED]
Event Safety Advisor	GoTo Live Ltd	[REDACTED]
Site & Production Manager	Chris Hill	[REDACTED]

1.2. Nature of the work to be carried out

Live music event for audience of 9,999 inc. technical production, staging, temporary demountable structures (TDS), temporary electrical systems, concessions, and licensed bars. GTL are appointed to manage and organise Dynamic Festival London 2018 at Morden Park on September 8th 2018. The event is a blend of music entertainment, with a licensed bar and catering concessions.

1.3. Site address

Morden Park, Morden SM4 4BU

1.4. Key dates

Site build: 3rd – 7th September 2018
 Live event: 8th September 2018
 Site break: 9th - 12th September 2018

2. COMMUNICATION & MANAGEMENT OF WORK

2.1. Management structure and responsibilities

2.1.1 Client

- CDM definition: are organisations or individuals for whom a construction project is carried out.
- Commissions the design and construction and ultimately decides what is to be constructed by whom
- Heads up the procurement chain
- Responsible for appointing the principle designer and principle contractor in writing otherwise by default they assume these roles.

2.1.2 Principle Designer

- CDM definition: are designers appointed by the client in projects having more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.
- Plan, Manage, monitor and coordinate the health and safety in the pre-construction phase of a project.
- Liaise with the principle contractor to help planning, management, monitoring and coordination of the construction phase.
- Identify, eliminate and control foreseeable risks
- Prepare the H&S file

2.1.3 Principle Contractor

- CDM definition: are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.
- Plan, manage, monitor and coordinate the construction phase of a project
- Prepare construction phase plan prior to work commencing on site
- Organise cooperation between contractors and coordinating their work
- Ensure suitable site inductions are provided
- Prevent unauthorised access and ensure this is detailed as part of your H&S file
- Consult with workers on H&S matters

2.1.4 Designer

- CDM Definition: Are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.
- Prepare and modify designs, to eliminate, reduce or control foreseeable risks that might arise during construction and maintenance once its built.
- Address any health and safety concerns from the outset of the project

2.1.5 Contractor

- CDM Definition: Are those who do the actual construction work and can be either an individual or company.
- Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety
- Cooperate and coordinate with others
- Where more than one contractor is involved they must comply with the directions given to them by the principle designer or principle contractor.
- If they are the sole contractor, they must prepare the construction phase plan

2.1.6 Workers

- CDM Definition: are the people who work for or under the control of contractors on a construction site.
- Be consulted with about matters which affect their health and safety
- Take care of their own health and safety and others who may be affected by their acts or omissions
- Report anything they see that has the potential to endanger themselves or others

2.2 Health and safety goals

It is the policy of Dynamic Festival London that this project shall be managed in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, contractors and others affected by its operations. This will include:

- The provision of plant, work equipment and systems of work that are, so far as is reasonably practicable, safe and without risk;
- The provision of information, instruction and training to all staff as required for them to safely perform their duties;
- The provision of equipment, information and systems for the safe handling and storage of materials and substances used on the site;
- The provision of a safe working environment, with adequate welfare and first aid facilities;
- The provision and maintenance of safe places of work, with safe access and egress;
- The provision and maintenance of a secure site to prevent unauthorised access and risk to the general public;
- To conduct the management and operation of the site in accordance with The Health and Safety at Work etc. Act 1974, and all subsequent regulations enacted under it.

In order to maintain the highest standards of health and safety performance, all employees and contractors on the site are required to observe the site rules at all times and to cooperate fully with the site management in implementing them.

The health and safety target for this project is to achieve zero RIDDOR reportable injuries or occurrences, and to lower the number of non-reportable injuries. This will be achieved by continuing staff training on the site, and by achieving further improvements in site cleanliness and working methods.

Dynamic Festival London management will carry out at least one health and safety inspection during the lifespan of the project.

2.3 Management arrangements

2.3.1 Liaison between parties on site

The event manager has responsibility for health and safety on site and will coordinate all activities on site between the various contractors to provide a safe working environment. Coordination is carried out on a daily basis either by verbal instructions, morning briefings, toolbox talks & site inductions.

Any person who breaches health and safety rules or fails to fully cooperate with site management will face disciplinary action.

2.3.2 Consultation with the workforce.

Dynamic Festival London is committed to operating safe sites at all times. This can only be achieved with the cooperation of all employees. Regular meetings are held with direct employees to discuss company issues as well as health and safety arrangements.

Dynamic Festival London is committed to continual improvement of standards on site and this is achieved through regular consultation with employees and contractors and daily briefings before work commences to discuss work schedule for the day.

2.3.3 Selection and control of subcontractors

Contractors are selected through competitive procurement exercises which involve contractors providing a competitive price for the specified works with suitable and sufficient risk assessments and method statements. Contract award criteria include health and safety and price criteria.

Documentation will be assessed to ensure that works are to be carried out in safe manner and that all hazards have been highlighted and adequate risk controls measures have been considered.

2.3.4 Exchange of health and safety information between contractors

Health and safety information is communicated between different contractors through various means by the event manager, event manager and ESA.

2.3.5 Site security

All visitors and staff will have to report to the production office before entering site. All visitors and staff must sign in before entering the work areas. Accreditation / ID must be worn at all times.

All necessary temporary fencing and signs around the site will be monitored and maintained throughout the construction phase. Site contact and emergency contact details will clearly be displayed at the production office.

2.3.6 Site induction

All employees and visitors to the site are inducted upon arrival. A formal site-specific induction is carried out prior to commencing works.

Site hazards including traffic management, fire emergency procedures, hazard control measures, security and hygiene issues will be discussed during the induction.

Once the induction is complete the inductee will sign to confirm they have been briefed and that they fully understand the specific requirements of the site.

They will also be given a wristband to identify that they have completed the induction.

2.3.7 Competence and training

All staff on site, either direct or subcontractors will hold the relevant qualification for the works undertaken.

Dynamic Festival London operate and maintain a training database for all direct labour which identifies training undertaken and highlights refresher / renewals dates.

Training certificates are maintained in electronic format and are available upon request for inclusion into the site safety file prior to commencement of the project.

Contractor competence will be confirmed through acceptance of their specific risk assessments and method statements. Copies of all the contractors site operatives training records and competencies will be kept in the site safety file.

2.3.8 Welfare arrangements

- Separate male, female and accessible toilets;
- Supply of clean hot and cold running water;
- Hand sanitiser or other suitable means of cleaning;
- Towels or other suitable means of drying;
- Sufficient ventilation and lighting;
- Sinks large enough to wash face, hands and forearms.

A notice board in the production office will display copies of emergency procedures, first aid details, Diynamic Festival Londons health and safety policy, liability insurance and a copy of the site rules.

2.3.9 Accident / incident reporting and investigation.

All accidents or incidents on site including near misses are to be reported to the event manager. All serious accidents resulting in first aid, hospital treatment, or incidents/ near misses with serious potential to cause harm are reported to the ESA immediately by radio/ telephone.

The ESA will carry out an investigation, and document accordingly. Incidents/ accidents are recorded, and a report is produced which highlights any trends. Senior Management at Diynamic Festival London will discuss the report and an action plan implemented to ensure a re-occurrence does not happen.

Visits by any enforcing agency should be reported immediately to the ESA.

2.3.10 Risk assessment and method statement procedure

The ESA will carry out an initial risk assessment of all disciplines likely to be involved on the project. Please see ESMP appendices for Risk Assessment.

Pre-construction documentation will highlight potential risks. Risk assessments and method statements will be produced to eliminate or reduce the risks highlighted within this documentation.

The ESA will ensure that there are COSHH assessments prepared for all materials that are deemed hazardous to health. A copy of these will be kept on site in the site safety file.

The event manager in conjunction with the ESA will assess the risk assessments and method statements of contractors & suppliers to ensure they cover all relevant hazards and risks associated with the activities that they will be carrying out.

2.3.11 Site rules

Please refer to the ESMP for site safety rules.

2.3.12 Fire and emergency procedure

The site induction given to all operatives and visitors to the site give details of the fire and emergency procedure for the site.

No operatives or visitors will re-enter the site until told it is safe to by the attending Fire & Rescue Service, ESA, or their representative.

Please refer to the emergency evacuation plan within the appendices of the ESMP. In addition to the induction briefing it will be displayed in the production office.

2.3.13 Site inspections

The event manager, along with the ESA, will conduct these. Items to be monitored include:

- Check induction register against people on site and that correct accreditation is being worn;
- Certification of plant equipment, operators, temporary demountable structures etc., including checking that legally required inspections have been completed;
- First aid requirements - check first aid box for replenishment;
- Review accident reports;
- Review method statements and risk assessments against working methods.

The results of all inspections will be recorded onto the appropriate record sheets and retained in the site safety file.

3 ARRANGEMENT FOR CONTROLLING SIGNIFICANT SITE RISKS

3.1 Significant design and construction hazards

Please see ESMP Appendix A for project specific Risk Assessment and Fire Risk Assessment.

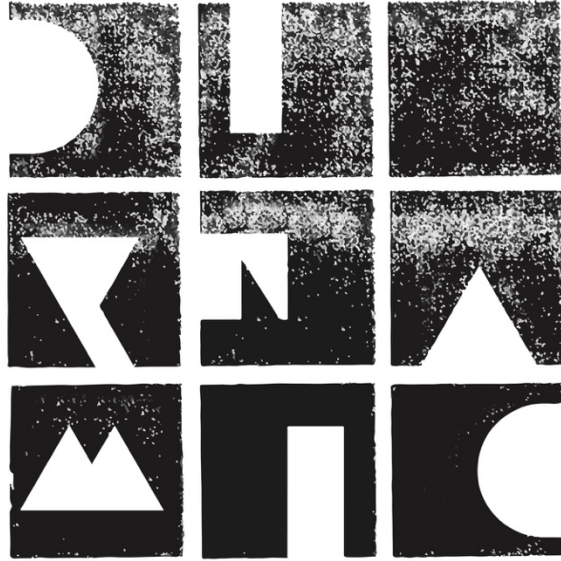
It is a requirement that all suppliers, subcontractors and specialist contractors provide site-specific risk assessments for their work. These will form part of the site safety file.

4 SITE SAFETY FILE


A site safety file will be kept onsite in the production office, which will collate health & safety information for the project, e.g.:

- Contractor public liability insurance and RAMS;
- Training records & licenses;
- Workplace safety inspection records;
- COSHH assessments;
- Site plans;
- Dynamic Festival London, GTL and contractor H&S policy statements;
- Induction sign-in sheets

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Appendix H Flood Management Plan

Document Title:	Appendix H – Flood Management Plan
Date:	20/07/2018
Version:	1
Author:	Name: Ryan Esson Position: Director Company: GoTo Live Ltd 

INTRODUCTION

This report details the work undertaken by Diynamic Festival London to identify solutions to enhance public flood safety and maintain a robust site infrastructure that can remain resilient to substantial flood damage or adverse weather.

The event management team's (EMT) aim is that staff and users of the event site at flood risk are appropriately prepared to respond to a potential flooding emergency. A prioritisation methodology has been developed which targets action on the event site that has a significant likelihood of flooding and where the consequences of flooding in terms of risk to life are likely to be higher.

The EMT has produced a communication strategy that outlines how different agencies can work together to communicate key messages about flood emergency planning. As a result, the EMT has established a detailed action plan setting out the specific activities that will be undertaken under each scenario. The action plan will ensure that staff and users of the site at risk of flooding is appropriately prepared to respond to a potential flooding emergency during **Diynamic Festival**. These factors have been detailed below.

RISK TO LIFE

UK Government guidance on assessing the risk to life from flooding (Defra, 2008) states that the risk to life due to flooding is a function of flood hazard, area vulnerability and people vulnerability. Camping sites score highly in terms of their hazard and vulnerability under all three measures.

FLOOD HAZARD

Flood hazard is a combination of flood depth, flood velocity and the presence of debris. It is the flood conditions in which people are likely to be knocked off their feet by floodwaters with the consequential possibility of drowning. Flood hazard is greatest when waterways surge conditions, especially where flood defences are breached rather than overtopped. Flood hazard is also high in 'rapid response catchments' (where the time between rain falling and peak river flows is very short leading to a flood hazard that is extreme or very extreme) where the fast onset of flooding leads to high flood depths, velocities and debris-laden flood waters.

AREA VULNERABILITY

Area vulnerability describes the characteristics of an area of the floodplain that affects the chance of being exposed to the flood hazard. It includes the nature of the built environment (the fabric and use of buildings in the area) and the speed of the onset of flooding (which is usually dictated by the shape of the catchment and source of flooding).

PEOPLE VULNERABILITY

People vulnerability describes the characteristics of the people affected by flooding and their ability to respond to ensure their own safety and that of their dependents during a flood. Users might require more time for self-evacuation or be dependent upon assisted evacuation/rescue. There is also an inherent vulnerability to visitors to an area, as they are not familiar with the local geography, such as places of higher ground or clear escape routes.

For ease of use we have clearly identified items as **Must**, **Should** and **Could**. Anything that is identified as **Must** is essential in all flood management plans. Items shown as **Should** or **Could** are optional and their inclusion should be based on the flood risk to which the flood management plan is intended to be a response. These items may be required where the flood risk is high, such as heavy rainfall or standing water developments in high probability flood zones.

The FMP will form part of a suite of plans that link Health & Safety at Work and Business Continuity.

SITUATION – **MUST**

We will provide background information useful to site users and the emergency services responding to a flood event at the site. The information will include the purpose of the site, the usual and maximum numbers of people on the site, key locations in the site such as facilities, parking, production offices, accommodation, etc. The plans will also provide information on infrastructure and utilities within the site, other hazards and normal access and egress routes.

RISK ASSESSMENT – SHOULD

Risk is a combination of impact and probability. This site is subject to a Risk Assessment (RA). The severity of the impact of flooding should be described to provide a useful understanding of the situation should flooding occur.

CONSIDERATIONS – SHOULD

Further to the flood risk assessment, a site risk assessment will be undertaken to identify the hazards that could present during a flood and/or evacuation, assess the risks and state reasonable precautions that could be taken. When undertaking this risk assessment considerations will be made for disabled or vulnerable people and any limitations/hazards that could compromise the plans.

PREVENTION, PROTECTION & PREPERATION – SHOULD

The risk assessment will identify a number of actions that can be taken to prevent flooding, protect against flooding and prepare for flooding. The mitigating actions should be assessed against cost and benefit and implemented where appropriate. The actions will also be documented in the action plan.

DEPLOYING FLOOD BARRIERS / FLOOD PROTECTION – SHOULD

A range of flood barriers and defences will be deployed in the situation of serious flooding. This will consist of temporary flood barriers or flood protection actions that need to be performed in advance of flooding to minimize the impact of the site. Details of exactly what actions need to be done, who is responsible for carrying out these actions, their nominated deputies, and what training is required etc.

FLOOD WARNINGS – MUST

The Environment Agency (EA) and Met Office provide flood warnings up to five days in advance. These warnings can be coupled with specific on-site systems to provide a useful system of escalation tied to specific actions.

FLOOD FORECASTING AND WARNING SERVICES

The EA operate a Flood Forecasting and Warning Service in areas at risk of flooding from rivers or the sea, which relies on direct measurement of rainfall, river levels, tide levels, in-house predictive models, rainfall radar data and information from the Met Office. This service operates 24 hours a day. 365 days a year.

FLOOD WARNINGS DIRECT (FWD)

Flood Warnings Direct is a free service operated by the EA that provides flood warnings direct to you by telephone, mobile, email, SMS text message and fax. Flood line can be contacted by calling 0845 988 1188.

ESTIMATED FLOOD WARNING TIME

It is important to determine the estimated lead time between the EA sending out the warning and the time flooding might occur and depending on the cause/type of flooding and the estimated duration of the flood.

ALARMS

An alarm will be raised when a specific warning or trigger is received. This alarm will be obvious to those using the site and they should be clear on how to respond. Alarms will also consider those with sensory or mobility impairment.

LOW LYING AREAS DESIGNED TO FLOOD

The site may include areas, which are designed to flood. These areas must contain signs highlighting the susceptibility to flooding and contain clearly signed routes to higher land. All site users will be made aware of this risk.

ACTION ON ALARM BEING RAISED / WARNINGS BEEN RECEIVED – MUST

Please see ESMP.

MONITORING – COULD

Appendix H – Flood Management Plan

Floods are difficult to predict by their nature and it will be worth putting systems in place to monitor flood water levels between flood warnings and to reduce the risk of being caught unaware.

SITE EVACUATION PROCEDURES & ROUTES – MUST

We have identified in advance of flooding which individuals can be sent off-site, if safe to do so. We will allow time for this to occur before any routes become affected by flooding. Evacuation procedures have been developed which identify when and how evacuation takes place, signed routes will be required, (including the maintenance of signs and keeping evacuation routes clear). Considerations will be given to the road network around the site, especially if these are more likely to flood first and therefore affect evacuation time.

The evacuation procedures will include options for the evacuation of all people on site, (including those with restricted mobility). It should be assumed that visitors would not have local knowledge and will need to be guided to a safe route/location. We will also keep in mind the need to have evacuation plans for any pets and livestock.

SHELTER & WELFARE

If an evacuation is necessary, we will consider the location to which the site will be evacuated. It can be assumed that it will be possibly cold, raining and dark. The shelter and welfare of those evacuated from the site needs to be considered and it must be assumed that support from emergency services may not be immediately forthcoming due to other prevailing situations.

SAFE REFUGE

Any no notice flooding events following breaches in defences or surface water flooding will require a safe refuge such that all occupants of event sites can take immediate action to keep themselves safe without relying on intervention from outside agencies. These details will be recorded and be part of the training for the EFP.

If the decision is made that nominated individuals/critical workers are to remain safe onsite, we will ensure risk assessments have been completed. We have included details of how many people can be safely accommodated in this manner and the resources/equipment available to sustain them as necessary for the duration. Depending on the cause of flooding, people may need to stay for many hours. We will consider their communication with management, emergency services and their families. – We have not assumed that the emergency services will rescue people from the event site. The focus of any response from the emergency services will be to those who are immediately vulnerable and at most risk. It is probable that the emergency services will be stretched thin.

COMMAND & CONTROL

Any staff on the event site must be clear on their roles and responsibilities in response to flood warnings and flooding. The Event Safety Advisor (ESA) will be in control of the site response to ensure all activities are coordinated. Plans are drawn up to reflect action on a 24/7 basis. If immediate flooding is forecast and the opportunity to safely evacuate is gone, pre-emptive flood protection tasks must be implemented (if time allows) and the formal instruction given to move to the area of safe refuge. Please see ESMP for Roles & Responsibilities.

SITE RE-OCCUPATION – SHOULD

It must be born in mind that before re-occupation occurs that the recovery of the area affected will be coordinated by the local authority supported by various agencies. They may well be environmental hazards, loss of utilities and other such issues, which may have to be rectified before people are allowed back to the event site. We will therefore consider a wide range of measures in developing our Recovery Plan.

BRIEFING/TRAINING/EXERCISING – MUST

All personnel who work or are resident on the site must be made aware of this plan and briefed/trained accordingly. Exercising of the plan and personnel is essential. Health & Safety records will be kept listing which personnel have been trained and exercised. The plan will form part of the Health & Safety at Work risk register maintained by the organisation.

DOCUMENT CONTROL – SHOULD

The plan will be owned, maintained and updated. All users will be reminded periodically to provide details of any changes that may materially affect the plan in any way. Details of changes should be recorded and the documentation updated. This should be completed either through a re-issue of the plan or via an amendments record. The plan will be reviewed annually for each individual event, or more regularly if required, for example, as a result of lessons identified after an activation event or exercise, following major changes of personnel or policy, or following any change to the flood risk or warning process. Documentation control procedures should be in place to ensure that only the current version of the plan is in circulation.

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Event	Dynamic Festival 18
Venue	Morden Park
Version	1
Date	02/07/2018

PRODUCTION SCHEDULE V1

Monday 3rd

FROM	DEPARTMENT	ACTIVITY	LOCATION	WHO	CONTACT NUMBER	NOTES
09:00	Site	Steel shield install	Morden Park			
09:00	Site	Telehandler delivery	Boneyard			
09:00	Site	Decide on Boneyard location	Morden Park	Ryan/Chris		
09:00	Site	Deliver 2 working toilets	Morden Park			
10:00	Site	Fencing deliveries	Boneyard			1 x fork driver
11:00	Site	Trackway install	Morden Park			
12:00	Site	Office cabins delivery	Morden Park			
12:00	Site	Buld heras compoundsfor working areas until steel sheild complete	Morden Park			
13:00	Site	Buggy deliveries	Morden Park			

END OF DAY NOTES:

Tuesday 4th

FROM	DEPARTMENT	ACTIVITY	LOCATION	WHO	CONTACT NUMBER	NOTES
08:00	Site	Start Main Stage build	Main arena			
08:00	Site	Start build of bars structures	Main arena			
08:00	Site	Putlock installation	Main arena			4 x Site crew
09:00	Site	Continue Steel Shield Build	Main arena			
10:00	Site	Water install for bars	Main arena			
10:00	Site	Cherry picker delivery	Boneyard			

END OF DAY NOTES:

Wednesday 5th

FROM	DEPARTMENT	ACTIVITY	LOCATION	WHO	CONTACT NUMBER	NOTES
09:00	Site	Water install for traders	Main arena			
08:00	Site	Second Stage structure build	Main arena			
09:00	Site	Continue build of bars structures	Main arena			
09:00	Site	Continue main stage build	Main Stage			
09:00	Site	Build scaff for festoon/signage	Main arena			4 x Site crew
10:00	Site	VIP area structures build	VIP Area			

END OF DAY NOTES:

Thursday 6th

FROM	DEPARTMENT	ACTIVITY	LOCATION	WHO	CONTACT NUMBER	NOTES
09:00	Production	LX Load in				
09:00	Site	Second stage deck build				
09:00	Site	Build internal heras lines				4 x site crew
10:00	Site	Build entry lane structure				
11:00	Site	Toilet deliveries				

END OF DAY NOTES:

Friday 7th

FROM	DEPARTMENT	ACTIVITY	LOCATION	WHO	CONTACT NUMBER	NOTES
09:00	Production	Audio Load in	Main Stage	RSH Audio		
08:00	Site	Scrim internal heras lines	Main arena			4 x Site crew
09:00	Production	Second stage production load in	Second Stage			
09:00	Site	Install any signage/branding	Main arena			2 x Site crew
12:00	Site	Trader load in	Main arena			
14:00	Site	Install entry lane disney queue	Main arena			4 x Site crew
16:00	Site	Install any bar queuing lane systems	Main arena			2 x Site crew

Saturday 8th

END OF DAY NOTES:

FROM	DEPARTMENT	ACTIVITY	LOCATION	WHO	CONTACT NUMBER	NOTES
08:00	Site	Crew Call				
08:00	Site	Finish any remaining set up required				
08:00	Site	Final clean of site before doors				
11:00	Site	Ready for doors				
12:00	Event	Event Starts				
23:00	Event	Event finishes				
23:30	Production	Commence production load out				

END OF DAY NOTES:

Sunday 9th

FROM	DEPARTMENT	ACTIVITY	LOCATION	WHO	CONTACT NUMBER	NOTES
08:00	Production	Finish production load out	Main Stage			
09:00	Site	Load out bars equipment	Main arena			
09:00	Site	Remove all internal heras lines	Main arena			4 x Site Crew
09:00	Site	Take down any scaff	Main arena			4 x Site Crew
10:00	Site	Start de rig of main stage	Main arena			
10:00	Site	Start de rig of stage 2 deck	Main arena			
10:00	Site	De rig VIP structure	Main arena			
13:00	Site	Start load out of all bars marquees.	Main arena			
13:00	Site	Collect in all queuing fencing	Main arena			4 x Site Crew
14:00	Site	Start de rig of stage 2 structure	Main arena			
14:00	Site	Remove putlocks	Main arena			2 x Site Crew
14:00	Site	Collect Toilets	Main arena			

END OF DAY NOTES:

Monday 10th

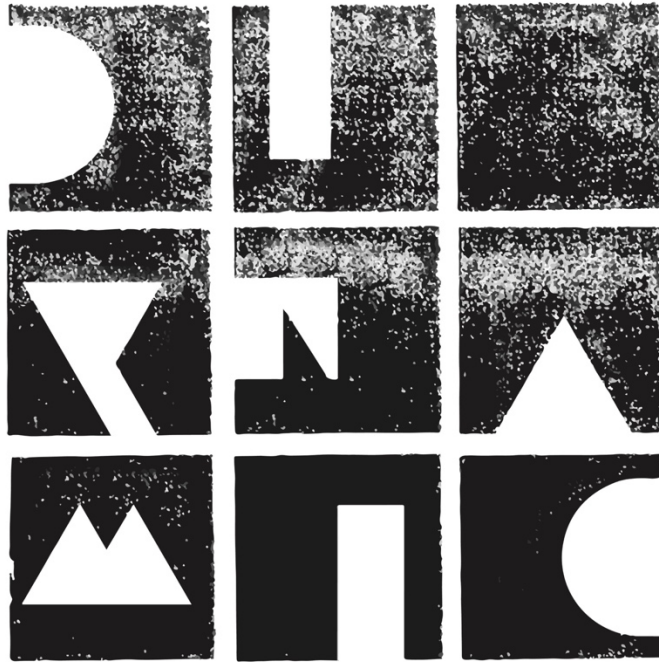
FROM	DEPARTMENT	ACTIVITY	LOCATION	WHO	CONTACT NUMBER	NOTES
09:00	Site	Continue site clear up	Main arena			1 x fork driver
09:00	Site	Collect in all fencing	Main arena			
09:00	Site	Continue structure derig and collection	Main arena			
09:00	Site	Continue stage derig and collection	Main arena			

END OF DAY NOTES:

Tuesday 11th

FROM	DEPARTMENT	ACTIVITY	LOCATION	WHO	CONTACT NUMBER	NOTES
10:00	Site	Collect all fencing	Boneyard			1 x fork driver
09:00	Site	Collect toilets	Main arena			
10:00	Site	Remove steel shield	Morden Park			
14:00	Site	Collect all cabins	Main arena			
15:00	Site	Final clean up of site from Waste Management	Morden Park			
15:00	Site	Collect buggies	Morden Park			
17:00	Site	Collect plant machinery	Boneyard			

END OF DAY NOTES:



Appendix K Crisis Communications Plan

Document Title:	Appendix K – Crisis Communications Plan
Date:	21/07/18
Version:	1
Authors:	Name: Ryan Esson Position: Director Company: GoTo Live Ltd Email: ryan@gotolive.co.uk [REDACTED]

1. Contents

Page 2	Crisis Communication Team
Page 3	Communication Procedure
Page 4 - 5	Media/Social Media Statements – Before the Event
Page 6 - 10	Media/Social Media Statements – During the Event
Page 11 & 12	Acceptable Words and Phrasing / Potential Safety / Security Q & A / Standard Police Responses and Police Information/advice

Crisis Communication Team

Management Team

Name	Job-Role	Organisation	Contact Number	Email
Marco Mendez	Event Director	MJMK Ltd	[REDACTED]	marco@mjmk.co.uk
Jake Kazumov	Event Director	MJMK Ltd	[REDACTED]	marco@mjmk.co.uk
Ryan Esson	Event Manager	GoTo Live	[REDACTED]	ryan@gotolive.co.uk
Chris Hill	Site/Production Manager	GoTo Live	[REDACTED]	chris@gotolive.co.uk
TBC	Head of Security	Showsec	TBC	TBC

1. IMPENDING SITUATION – COMMUNICATION PROCEDURE

Step one

Any impending situations identified by a member of staff including the social media team should be immediately radio communicated to Ryan Esson & Head of Security. Should radio communication fail, staff will move to mobile phones.

Ryan Esson & Head of Security to investigate the severity of the situation and if deemed necessary, coordinate a crisis management meeting with relevant heads of department.

NB: A HOLDING STATEMENT APPROVED BY RYAN ESSON & MJMK Ltd SHOULD BE GIVEN TO ANY MEMBERS OF THE PUBLIC QUESTIONING THE SITUATION.

Holding statement:

We understand that [Situation detail]. We are looking into this and will keep you informed of our progress.

Step two

In the event of a situation, a joint approach with Police will be taken to produce a press release / statement. Any statement prepared must be approved by both parties. Police to contact Ryan Esson & MJMK Ltd to obtain approval.

In the event of a situation where Police assistance is not required a social media statement will be released but must be approved by Ryan Esson & MJMK Ltd.

NB: UNDER NO CIRCUMSTANCE MUST STAFF TALK TO ANY MEMBERS OF THE MEDIA WITHOUT PRIOR APPROVAL FROM RYAN ESSON & MJMK Ltd.

Step three

Statement issued to external media. Tailored social media statement also released.

Step four

Press Conference to be called if necessary.

NB: IN THE EVENT THAT NONE OF THE CRISIS COMMUNICATION TEAM IS AVAILABLE A POLICE STATEMENT CAN BE SENT OUT 30 MINUTES AFTER THE FIRST CALL FOR APPROVAL HAS BEEN MADE. THIS IS TO ENSURE ALL COMMUNICATION IS CONTROLLED.

MEDIA / SOCIAL MEDIA STATEMENTS **BEFORE THE EVENT**

2. EVENT CONTINUES DESPITE BOMB/OTHER THREAT

- As has been reported in the media, on (date) at (time) Diynamic Festival London received a purported bomb/terrorist threat from (unknown individuals).
- Since Diynamic Festival Londons priority is to ensure the safety of everyone involved in our events, we naturally took these claims very seriously and reported the matter to the Police immediately.
- Following a thorough investigation, Police/Relevant Authorities found the alleged bomb/terrorist threat to be groundless and confirmed the call as an extremely poorly-judged hoax.
- Police/Relevant Authorities have therefore concluded that the Diynamic Festival London is safe to proceed as normal.
- We can confidently assure our guests, performers and crew that every possible security precaution is in place to ensure a safe event.

Social media statement: (split into tweets however will be combined for Facebook post):

(1/2) Police have confirmed the alleged bomb threat was a hoax and the show is safe to proceed as planned #XXX

(2/2) Your safety is our priority so we take all threats very seriously but we're pleased to continue! More info: <LINK>

3. BOMB/SECURITY THREAT CAUSING CANCELLATION

In the event of the show being cancelled due to the threat of bomb/arson/unrest/terrorist attack

- In light of the reported bomb/arson/terrorist threats/attacks/arrest Diynamic Festival London have reluctantly decided to cancel the event.
- The decision was made following full consultation with all of the relevant authorities including local Police and emergency services.
- The safety of our guests, performers and crew is our first concern and we have decided that the potential risk to our staff and guests is too severe for the event to go ahead at this time.
- We sincerely regret the disappointment or disruption caused to the many people who were looking forward to the event.

Social media statement: (split into tweets however will be combined for Facebook post):

(1/2) In light of the reported <DESCRIPTION>, after consulting with emergency services, we regret that #XXX has been cancelled

(2/2) We sincerely regret the disappointment this will cause, however, your safety is our priority. For more info <LINK>

4. OTHER INCIDENTS PROMPTING CANCELLATION

In the event of the show being cancelled due to acts of God/ severe weather conditions

- In the light of severe weather/other incidents, and after consulting Police/Relevant Authorities, Diynamic Festival London has reluctantly decided to cancel the event.
- The safety of our guests, performers and crew is our primary concern and we have decided that the potential risk to our staff and guests is too severe for the event to go ahead at this time.
- We sincerely regret the disappointment or disruption caused to the many individuals who were looking forward to the Event.

Social media statement: (split into tweets however will be combined for Facebook post):

(1/2) In light of the < EVENT DESCRIPTION>, after consulting with emergency services, we regret that #XXX has been cancelled

(2/2) We regret the disappointment this will cause however your safety is our priority. For more info <LINK>

MEDIA / SOCIAL MEDIA STATEMENTS **DURING THE EVENT**

5. DEATH ON SITE

- Following a thorough investigation with Police/Relevant Authorities it is with deep sadness that Diynamic Festival London can confirm that there has been a tragic incident at the event.
- One/a number of people is/are believed to have died.
- A full investigation has been launched and Diynamic Festival London will be providing all possible assistance to the emergency services and the Police.
- We extend our sincerest sympathy to the families and friends of the victims, and we assure them that Diynamic Festival London is committed to doing everything in its power to assist them at this very difficult time.

Social media statement: (split into tweets however will be combined for Facebook post):

(1/1) We regret to confirm that one person/xxx people is/are believed to have died at Diynamic Festival London. A full investigation is underway. Diynamic Festival London extends its deepest sympathies to the victim's family and friends.

6. DEATH ON SITE CAUSING CANCELLATION

- It is with deep sadness that Diynamic Festival London can confirm that there has been a tragic incident at the event.
- One/a number of people is/are believed to have died.
- Diynamic Festival London immediately took the decision to cancel the remainder of the event as a mark of respect to the victim (s).
- A full investigation has been launched and Diynamic Festival London will be providing all possible assistance to the emergency services and the Police.
- We extend our sincerest sympathy to the families and friends of the victims, and we assure them that Diynamic Festival London is committed to doing everything in its power to assist them at this very difficult time.

Social media statement: (split into tweets however will be combined for Facebook post):

(1/2) We regret to inform you that due to a tragic incident, Diynamic Festival London has been cancelled. A full investigation is underway

(2/2) Diynamic Festival London extends its deepest sympathies to the victim's family and friends.
For more info: <LINK>

7. EVACUATION/CLOSURE DUE TO BOMB/FIRE/TERRORIST ATTACK

In the event of a full evacuation and closure due to (XXXX) at the event. Statement in the case of confirmed injuries/fatalities

- It is with deep sadness that Diynamic Festival London can confirm that there has been (a number of) injuries/fatalities following a (xxx) at the event.
- The injured are being treated at xxxx.
- On the advice of the emergency services/Police/security, a full evacuation took place and the event was cancelled/suspended for xx hours.
- (e.g: Fire crews based on the site attended the blaze, which is understood to have been extinguished very quickly).
- A full investigation is underway to determine the cause of the (xxx) and Diynamic Festival London will be providing all possible assistance to the emergency services and the Police. (*DO NOT SPECULATE ON CAUSE OF INCIDENTS*).
- More information will be released as it becomes available.
- A 'relatives hotline number' has been set up for all those who are concerned about the welfare of any friends and family who may have attended the event. The number is xxxx.

Social media statement: (split into tweets however will be combined for Facebook post):

(1/2) It is with deep sadness that Diynamic Festival London can confirm there has been (a number of) injuries/fatalities following a (xxx) at the event.

(2/2) A full investigation is underway and relatives can call our hotline on xxxx. More info: <LINK>

In the event of a full evacuation and closure due to (XXXX) at the event. Statement in the case of suspected injuries / fatalities

- Diynamic Festival London can confirm that there was an (xxxxx) at the event.
- There are believed to be a number of injuries/fatalities, but more information will be released as it becomes available.
- A 'relatives hotline number' has been set up for all those who are concerned about the welfare of any friends and family who may have attended the event. The number is xxxx.
- On the advice of the emergency services/Police/security, a full evacuation took place and the event was cancelled/suspended for xx hours.
- (e.g: Fire crews based on the site attended the blaze, which is understood to have been extinguished very quickly).
- A full investigation is underway to determine the cause of the (xxx) and Diynamic Festival London will be providing all possible assistance to the emergency services and the Police. (*DO NOT SPECULATE ON CAUSE OF INCIDENTS*).

Social media statement: (split into tweets however will be combined for Facebook post):

(1/2) We regret to confirm there was an <Event Description> at Diynamic Festival London <Description of action taken>

(2/2) A full investigation is underway and relatives can call our hotline on _____. More info: <LINK>

In the event of a full evacuation due to the explosion of a bomb, gunfire, terrorist attack during the event. Statement in the case of suspected injuries / fatalities

- Diynamic Festival London can confirm that there was an (xxxxx) at the event.
- There are believed to be a number of injuries/fatalities. More information will be released as soon as it becomes available.
- As a direct result of the explosion/gunfire/terrorist attack, and on the advice of the Police and emergency services, a full evacuation took place and the event was cancelled/suspended for xxx hours.
- Police teams, emergency services and show security staff attended the incident within minutes.
- A full investigation has been launched and Diynamic Festival London will be providing all possible assistance to the emergency services and the Police.

- A relative's hotline number has been set up for all those who are concerned about the welfare of any family or friends who may have attended the event. The number is xxxx.

Social media statement: (split into tweets however will be combined for Facebook post):

(1/2) We regret to confirm there was a <Event Description> at Dynamic Festival London. <Description of action taken>

(2/2) A full investigation is underway and relatives can call our hotline on _____. More info: <LINK>

8. IN THE EVENT OF AN ARTIST REFUSING TO GO ON STAGE

- In a live performance scenario, timing issues are unavoidable.
- As a result of **Dynamic Festival** running significantly over time, (artist) was regrettably unable to perform.

Social media statement:

(1/1) We regret to announce that <ARTIST NAME> will not be performing due to timing issues. Sorry for any disappointment this will cause

9. IN THE EVENT OF A DEATH OF AN ARTIST

- It is with deep sadness that Dynamic Festival London can confirm that (artist) has tragically passed away ahead of their scheduled performance at the event. We extend our sincerest sympathy to the families at this difficult time.

Social media statement: (split into tweets however will be combined for Facebook post):

(1/1) With deep sadness, we confirm that <ARTIST NAME> has tragically passed away ahead of their performance at Dynamic Festival London. Any changes in stage times will be announced shortly

10. IN THE EVENT OF AN ARTIST BEING TAKEN ILL

- Due to illness of (artist) is / was regrettably unable to perform. This decision was made with the consent of (artist) and his/her management and (artist) has agreed to perform live at Dynamic Festival London in the future.

Social media statement:

(1/1) We regret to announce that <ARTIST NAME> will be unable to perform at Dynamic Festival London due to illness. Any changes in stage times will be announced shortly

11. IN THE EVENT OF AN ARTIST GOING OVER CURFEW / ORGANISERS PULLING THE PLUG

- Due to <ARTIST NAME> going over curfew, Dynamic Festival London regrettably had to cut short the performance. This decision was enforced by the Event's live music license which is granted with noise restrictions, traffic plans and curfews in order to maintain the health and safety of the audience.

Social media statement: (split into tweets however will be combined for Facebook post):

(1/2) Due to <ARTIST NAME>'s performance going over curfew, we're afraid their set had to be cut short due to licensing issues

(2/2) We apologise for any disappointment (however we heard you all finishing for them en route home!)

12. IN THE EVENT OF AN INCIDENT ON SITE INVOLVING ILLEGAL DRUGS

- Organisers of Diynamic Festival London work closely with the Local Police and other agencies to put procedures in place to ensure the event maintains an enjoyable and secure environment for all its customers.
- A zero tolerance approach to illegal substances is implemented with proactive security measures in place. The Event has an excellent track record with very few incidents of this nature.

Social media statement:

(1/1) At Diynamic Festival London, we have a zero tolerance approach to illegal substances and we work closely with local police / other agencies to uphold this. More info: <link>

ACCEPTABLE WORDS / PHRASING

In the event of physical disturbances:

- A minority of people caused disturbances / scuffles / skirmishes – never use the words riot or violence.
- Police responded quickly as the events unfolded.
- Police should never be referred to as riot police.
- Measures are in place again this year to ensure that genuine fans of the Event could make organisers and police aware of any suspected troublemakers, including a text services direct to the police (see press release below).
- Facts and figures garnered from the success of the text initiative (Police/council contact will have this on hand to provide if relevant).

2. Potential Safety & Security questions

- What steps did Diynamic Festival London take to ensure the safety of guests at the Event?
- What emergency services were on site during the event?
- How many security personnel were at the Event?
- What measures did you have in place to guard against under-age-drinking?
- What measure did you have in place to guard against disturbances?
- What measures did you have in place to avoid dehydration?

STANDARD POLICE RESPONSES

What is the police role?

Local Police aims to enable members of public not attending the event to go about their normal business without undue interference and attempting to minimise vehicular and pedestrian inconvenience. Officers will also deal with public disorder, to prevent and detect crime and offer help to members of public where possible.

How many officers are involved in the policing operation?

We have deployed what we believe is sufficient staff for any eventuality.

What are the roles of the security companies at the event?

The promoters, are solely responsible for the management and security of the event and all associated activities.

Local Police

The police are reminding Event-goers to keep their property safe by leaving valuables at their accommodation. Local officers will be on-site throughout the show working alongside the security teams.

Further crime prevention advice;

- Put money, tickets, credit cards and mobile phones in a zipped pocket or use a money belt.
- Do not bring large sums of cash. Only bring what you need and keep it on you at all times.

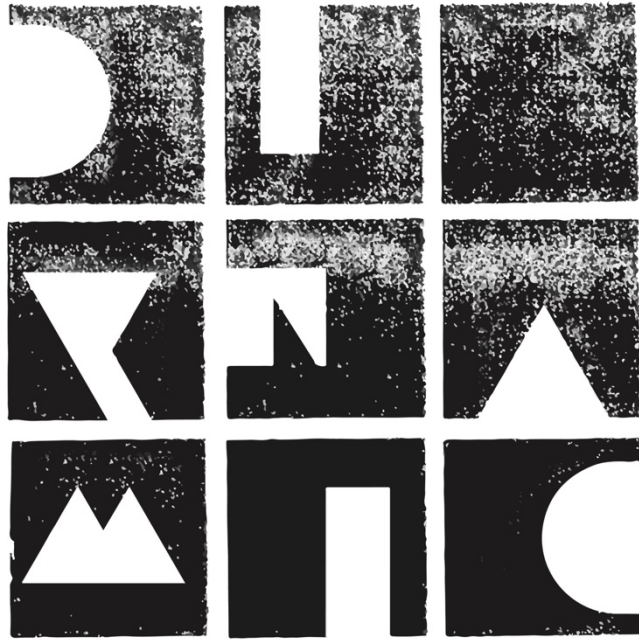
What will the police be doing?

- Providing uniformed and plain clothed officers to assist with the event.

Show organisers are all set to ensure that this year's event runs smoothly.

Provided at this event are:

- INFORMATION POINTS – For all enquiries and to report problems.
- WELFARE POINTS.
- Questions answered via social media.



Appendix M Event Contingency Plan

Document Title:	Appendix M – Event Contingency Plan
Date:	12/07/18
Version:	1
Authors:	Name: James Cordeiro Position: Event Co-ordinator Company: GoTo Live Ltd Email: james@gotolive.co.uk [REDACTED]

1.

Event/Emergency Liaison Team (ELT)

There can be many emergency incident scenarios which would require the evacuation of the whole or part of the event site. The single most effective way of dealing with such incidents is through the use of an Event/Emergency Liaison Team (ELT) which is made up from key agencies. It is recognised that this team cannot always be put together when an emergency incident is unfolding and as such advance preparations with the team are essential.

The ELT will comprise of the following key agencies:

- Event Organiser
- Event Manager – Gold Liaison
- Event Safety Advisor – Silver Liaison (can deputise as Gold)
- Site & Production Manager – Bronze Liaison (can deputise as Silver)
- Head of Security
- Medical Manager
- Police
- Fire & Rescue Service
- Ambulance Service
- CCTV Operator
- Emergency Planning
- Landowner representative

Regular Update Meetings

Individual members of the ELT at the event will meet on the hour every 2 hours to update on feedback they have received prior to the hourly meeting.

Incident Escalation

It is a prerequisite that the ELT are fully conversant with the layout of the site, the entry exit system, the normal flow and anticipated behaviour of the audience and the impact of an emergency situation.

An emergency situation requires a multi-agency approach in which the event manager, event safety advisor, emergency planning, police, ambulance, fire and rescue service, medical and security & stewarding all play a part. Subject to the nature of the incident the decision to implement the contingency plan will be with the Police, Fire or Ambulance services and is covered in the section 'Transfer of Authority in the ESMP. The decision to evacuate part or the entire site will remain with the ELT and will be subject to the nature of the incident.

The contingency plan is designed to implement systems to try and manage a situation back to normal event conditions. Only when circumstances clearly indicate should a full evacuation be contemplated.

Major Incidents

As defined in the Civil Contingencies Act 2004 a major incident is any emergency which requires the implementation of special arrangements by one or more of the emergency services, NHS or Local Authority in order to:

- Rescue, treat and transport a large number of casualties;
- The involvement either directly or indirectly of large numbers of people, and;
- The handling of a large number of enquiries from the public and/or news media, usually to the police

It is also:

- Any incident that requires the large scale combined resources of the emergency services; and
- The mobilisation of the emergency services and supporting organisations such as the Local Authority to cater for the threat of death, serious injury or homelessness to a large number of people.

As stated above, there are many different reasons for evacuating the whole or part of the event site. The reason may or may not be apparent. If for example a bomb or suspect package becomes a real threat to the safety of those attending or flames are billowing from a catering unit then the reason for a partial or whole evacuation would be apparent. However, if there was a major traffic accident or an accident involving a tanker with toxic chemical from which the vapours from the vehicle were heading in the direction of the event site, the reason for the evacuation would not be so apparent.

Evacuation of the event site will take place when there is a significant major incident and a risk of serious injuries either to some or all of the attendees. The likely cause for a major incident have been appraised and the following risks and hazards have been identified that would give consideration for an evacuation:

Site Specific:

- Overcrowding and crushing of spectators
- Serious medical emergency
- Food poisoning
- Structural collapse
- Civil disorder
- Fire from a tented area or catering concession
- Suspect package, bomb alert necessitating evacuation
- Terrorist activity
- Adverse weather
- Flooding

Non-Site Specific:

Incidents beyond the control of the ELT may result in special arrangements being implemented by the joint agencies. Examples of incidents include:

- Off-site chemical incident resulting in an airborne threat to health
- Major transportation disruption
- Toxic smoke plume
- Extreme adverse weather
- Public disorder not associated with the event

Event Control

Event Control will be located adjacent to the main entrance of the site.

Event Control will be staffed by the Event Controller operating communications and radio traffic. A CCTV operator may also be based in event control if required. Also situated in the control centre will be the Event Manager, Event Safety Advisor, Site & Production Manager, Head of Security, Medical Manager and the Event Organiser.

The event controller will record all key decisions during the course of the event and emergency situations.

Regular meetings on the hour, every 2 hours will take place by the above parties in Event Control.

Event Control will include all necessary radio communication charts, scripted messages and gridded referenced plans indicating services and venue facilities. All joint agencies will be provided with these plans.

A dedicated external telephone line will be in operation for use in emergencies.

The number will be TBC. A landline in the event of a major incident where mobile airways are likely to be blocked is accessible in the event control centre.

Major Emergency and Incident Plan

The following major incident plan outlines the procedures adopted to deal with emergencies associated with Dynamic Festival London. The plan is for major incidents i.e. those potentially involving a considerable number of casualties and identifies:

- Key decision making personnel
- Procedures for stopping the event
- Details of messages to alert and stand down management and stewards
- Details of the script of public announcements to the audience
- Identification of forward holding areas for emergency services; and
- An outline of the roles and responsibilities of those involved.

Intention

The intention of the plan is to:

- Secure a speedy and successful partial or full evacuation of the event site
- Treat and evacuate, where necessary all injured parties to hospitals in the immediate area
- Fully evacuate within 15 minutes
- To protect and save lives where possible.

Event Alert State

To assist the crowd management stewards and security to monitor the area, it is intended to operate a simple three-tier system. Upon raising the alert state the Head of Security will notify Event Control. Equally, and security and stewards who feels the alert states needs to be lifted should raise this matter with the Head of Security as soon as possible. Should the alert state need to be raised it is imperative that all stewards are informed.

When raising the Alert State the Head of Security will use the relevant internal 'Kilo Codes' to notify all radio holders.

GREEN indicates:
No problem reported.

AMBER indicates (for example)
Unusually heavy pressure in a particular area with no free flow and areas of crowd density over 5 people/m² in large areas; or
The area is full to capacity; or
There is a bomb threat, threat of fire or threat of crowd disorder.

RED indicates (for example)
Confirmed fire, bomb threat or structural collapse or amber incident upgraded by Head of Security or Safety Advisor.
The evacuation of the area would depend upon the area affected and the information available.

Operational Method – Condition Amber

In the event that Condition Amber is declared, the Head of Security will activate the following plan:

1. Head of Security will advise representatives in Event Control
2. The Deputy Head of Security will immediately go to the location as directed by Head of Security and coordinate the incident. Resources will be deployed as requested.
3. The Head of Security will coordinate the security operation with the relevant authorities.
4. All security & stewards will maintain radio silence until contacted by Event Control.
5. All parties will be advised of the exact area of threat by reference to a common grid map.
6. Evacuation "Stand By" for all teams will be as per standby instructions in the situation escalation plans.
7. All available access points are to prepare for evacuation of the site by arranging for all obstacles to be removed. Dependent on the circumstances, at this stage the public will not be informed of any preparations and any delay in admission will be explained as production problems.
8. Any vehicles parked in any area nearby should be prevented from exiting onto public roads.
9. The R.V. Points and Forward Holding areas for Emergency Vehicles are to be staffed and secured. Where the incident is contained, "Condition Green" will be declared and all parties will be advised using the "Stand-Down" code. Where the situation could become serious, a "Stand-By" for Condition Red will be issued.

Operational Method – Condition Red

Where the incident is considered as so serious as to force the cancellation of all or part of the event, the Head of Security will assume command of all resources. Security Supervisors will be informed and will direct all stewarding and security staff to assist the Emergency Services as requested whilst the situation exists. The Head of Security will ensure the following:

1. All access points to be cleared of any obstructions (Barriers, queues, refuse etc).
2. Designated R.V. Points and Forward Holding areas to be secured for Emergency Services and Emergency routes to be cleared.
3. Cordon to be established around the effective area.
4. Decisions on the most appropriate route will be made depending on the size and nature of the incident; should any escape route become obstructed the Head of Security will decide on a suitable alternative. The audience to be directed away from the threat and the Incident area to be secured.
5. Designated stewards to be positioned in areas to inform and manage the audience.
6. Vehicles to be secured to prevent exit to the public roads.
7. All staff to maintain radio silence until further notice.

Kilo Codes

Kilo 1	MEDICAL EMERGENCY
Kilo 2	STRUCTURAL PROBLEM
Kilo 3	EXTREME WEATHER
Kilo 4	FIRE
Kilo 5	STAGE INVASION BY CROWD
Kilo 6	MAJOR CROWD PROBLEM
Kilo 7	MINOR CROWD PROBLEM
Kilo 8	SUSPECT PACKAGE FOUND
Kilo 9	BOMB THREAT
Kilo 10	TERRORIST THREAT

Depending on the type of incident, certain stewards may start to make preliminary action ready to assist, should they be needed. For example, if there is an alert due to a structural problem (Kilo 2), then the rigging team, under the direction of their crew boss, may assemble in one location, and don on their climbing PPE to be ready for deployment if require.

The use of 'FESTIVAL' will be used to manage situations:

F	Fast time assessment
E	Exact location
S	Service
T	Type of Incident
I	Inform
V	Vulnerability
A	Access
L	Log decisions and Action

Emergency Announcements

Coded Messages

Coded messages are often used at events to avoid alarm if overheard by the public. An example of this is using codes such as Mr. Ash or Mr. Sands if there is a fire or Mr. Casey if there is a suspect package.

The concept behind coded announcements is understandable but because there is no standardisation of code names in reality security companies find themselves using many different code names across many events. This often causes confusion and as a result can create a delayed response to an emergency.

As most messages are relayed via radio into an earpiece these days the modern day thinking, as conveyed by event experts at the Emergency Planning College, is that it is far more precise to relay actual details of the incident as opposed to code names so that staff/stewards receiving the message are clear of the type of incident without having to look up the code name on a piece of paper. As a result, messages are more accurate providing a clear shared understanding of information which in turn provides a more effective response.

Reporting Detection of a Fire

Details of the fire to be relayed i.e. what/where/size/level of danger

The steward for the area will immediately evaluate the situation and evacuate the area affected as necessary.

Reporting Detection of a Suspect Package

Details of the package to be relayed. I.e. what/where/size of package

DECLARING AMBER ALERT

The first message issued in this event will be: **AMBER ALERT**

This is a warning that the alert evacuation procedure is on AMBER. All staff to stand by radios and wait further instructions. Sound system staff to prepare to close down any sound systems if applicable. Stewards to stop more persons entering the area and clear exit routes.

RED ALERT

This message in this event will be: **RED ALERT**

This is a warning that the alert state has gone to RED. An evacuation of the area will follow. Stewards/security to be prepared to evacuate the event area.

EVACUATION

A full evacuation will take place when you hear one of the following announcements:

LADIES AND GENTLEMEN OWING TO AN INCIDENT (GIVE BRIEF DETAILS) IT HAS BECOME NECESSARY TO EVACUATE THIS AREA (GIVE DETAILS OF AREA TO BE EVACUATED) PLEASE LEAVE FOLLOWING THE DIRECTIONS OF STEWARDS AND EMERGENCY SERVICES. PLEASE MOVE AS QUICKLY AND QUIETLY AS POSSIBLE AS DIRECTED.

STAND DOWN

If it is decided not to evacuate once the alert state has gone to amber or red, the following announcement will be broadcast on the radio: **THE PREVIOUS MESSAGE IS CANCELLED.**

Evacuation Procedures

The purpose of evacuation is to move people away from the actual or potential danger area to a safer place. In the context of this event there are two levels of evacuation.

Small Scale

In situations requiring the evacuation of members of the public from part of the arena, the evacuation area will be identified by the Event Manager and Event Safety Advisor in consultation with the ELT. Stewards and security will assist in the process of evacuation.

Full Scale

For incidents requiring the full evacuation of the public from the whole site, persons will be evacuated by the Emergency Services and assisted by stewards and security staff. The decision to evacuate persons from the event site will be by the Event Manager or Event Safety Advisor and the ELT.

All evacuated persons will be directed away from the incident to a place of safety, dependent on prevailing circumstances. These arrangements will remain flexible dependent on the incident.

Evacuation Routes

Before implementing an evacuation, there will be a standby phase during which personnel involved in the evacuation process are able to be deployed to their evacuation positions. Circumstances may not always permit this phase.

Rendezvous Point (RVP)

The RVP is where all resources arriving in response to the incident are initially directed for logging, briefing, equipment issue and deployment. RVP's will be dynamically determined by Commanders dealing with the incident but are usually set at a distance to the incident itself.

Blue Route

The designated blue-light access route to the event is via Morden Park Car Park.

Receiving Hospitals

The availability and use of the receiving hospitals will be identified by the appointed medical contractor and the local ambulance service.

Bomb Threats

Bombs can be constructed to look like anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost non-existent. The only common denominator that exists is that they are all designed and intended to explode.

A bomb threat is generally defined as a verbal threat to detonate an explosive or incendiary device to cause property damage or injuries, whether or not such a device actually exists.

There are two main reasons someone may call with a bomb threat:

- The person knows of an explosive device that is in place, and wants to minimize injuries
- The person wants to create an environment of panic/confusion or to interrupt normal everyday or special functions

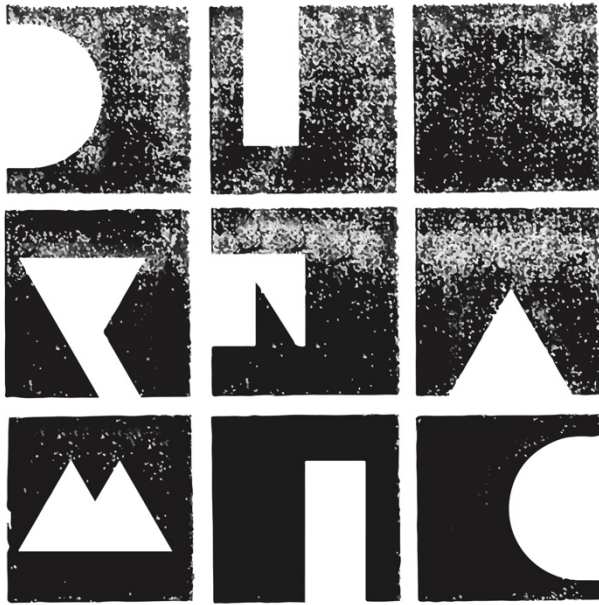
The latter reason is the most frequently encountered, especially at large scale or major event e.g. Aintree Racecourse - 1997 Grand National. Unfortunately, there is often no way to determine what the motivation of the caller is until after a thorough inspection has been undertaken. This means that there will always need to be a response to the threat by the Event Manager in consultation with the ELT to determine whether there is a need to evacuate or not.

It will be necessary for site security to undertake regular patrols and all staff and stewards should be aware of what is going on around them. Staff, stewards and attendees should all take into consideration:

- Should the item be there?
- Can it be accounted for?
- Is it out of place?

Minimum Cordons

Letter size/small parcel Minimum 100 metres; Suitcase/Holdall Minimum 200metres; Vehicle Minimum 400 metres.



Appendix N Wind Management Plan

Document Title:	Appendix N – Wind Management Plan
Date:	21/07/2018
Version:	1
Authors:	Name: Ryan Esson Position: Director Company: GoTo Live Ltd Email: ryan@gotolive.co.uk

Wind Management Plan

This wind management plan has been developed to ensure proactive and reactive wind management, should Dynamic Festival London experience unusually high winds/gusts. As we have a range of temporary structures it is important to gain consistent wind speed readings to ensure event management can remain informed of constantly changing conditions.

There will be **2** anemometers installed on the event site.

We have defined 3 levels of response, dependent on the circumstance and wind speed readings.

Guidance has been taken from the industry document 'Guidance for the Management & Use of Stages and related temporary structures 2015'. This guidance is not only for the management of stages and similar structures but also to be taken into account as a site-wide guide to wind management for the safety of the public, performers & all other workers at the event. Decisions regarding the safe running of an event need to be taken well in advance of reaching the operational wind loading capacities of the stage itself, specifically it should be noted that other structures may have much lower tolerances.

The wind reference chart below will help to clarify the relationship between various wind measurements and it must be noted that 12 metres per second is a strong wind and site conditions may start to become hazardous at this speed. Each site has its own topography and local conditions and response to wind. The wind management plan must therefore be adjusted to include this data.

Wind Reference Chart

Beaufort Scale & Description		Average Speed at 10 meters above ground	
0	Calm	Meters Per Second	Miles Per Hour
1-3	Light Breeze	0.3 to 5.4 m/s	0.7 to 12.2 Mph
4	Moderate Breeze	5.5 to 7.9 m/s	12.3 to 17.8 Mph
5	Fresh Breeze	8.0 to 10.7 m/s	17.9 to 24.0 Mph
6	Strong Wind	10.8 to 13.8 m/s	24.1 to 31.0 Mph
7	Nr Gale Force	13.9 to 17.1 m/s	31.1 to 38.3 Mph
8	Gale Force	17.2 to 20.7 m/s	38.4 to 46.4 Mph
9	Strong Gale Force	20.8 to 24.4 m/s	46.5 to 54.7 Mph
10	Storm Force	24.5 to 28.4 m/s	54.8 to 63.6 Mph

- Careful considerations must be given to wind management throughout all phases. At the planning stage, Phase A, advice should be given from the contractor the event organiser regarding site layout, taking into account stage and structure orientation in relation to topographical location. A full site risk assessment should be done to ensure that factors such as construction on headlands, on the coast or in valleys where wind can funnel are taken into account, and suitable design changes are implemented where necessary.
- IStructE guidance regarding temporary structures is that they should be designed to withstand the loads created by wind gusts of 25 metres per second (55mph). The guidance does however allow for the removal of sheeting. Many structures have a much lower tolerance when fully sheeted and event organisers should be aware of this when constructing wind management plans.
- In view of this potential confusion, HSE have strongly recommended that during phases C & D, roof sheets should be removed should gusting become hazardous, as screens, stage sets, drapes and lighting rigs inside the stage structure, exposed to high winds, become dynamic loads rather than static and themselves put under undue strain when on the structure. Some stage designs need low level wall sheeting to be removed at certain wind speeds and the requirements for this and the potential issues that may arise need to be clearly documented by the contractor in advance of the event.

Planning	Normal Conditions	Action Level 1	Action Level 2	Action Level 3 STOP!
Site topography & prevailing winds	Monitor Forecast Review	Alert Risk Assess	Enhanced Action Response Plan	May involve Event Cancellation

The following procedures take into account all of the event production elements rather than the just the structure itself.

- An anemometer should be installed as soon as reasonably practicable and must be constantly monitored when conditions are likely to cause a hazard.
- Each structure should have its own specific wind action plan that can be integrated into the overall event safety management plan taking into account site specific topography and seasonality. The event safety management plan should identify what actions should be taken, when and by whom in relation to each specific structure.
- There should be monitoring of weather forecasts for the area at all times from beginning of construction until deconstruction is complete.
- During Phase B & C, the use of access equipment or roof climbing must cease if gusting becomes continuous above 12 metres per second (27 MPH) based on industry standard access equipment manufacturers recommended maximum operational wind speed.

The following action chart is a guide to operational monitoring throughout the event:

Wind Speed Metres/sec	Monitoring Interval	Action Level	Action
Below 6	8 hourly		Regular Weather Forecast Review
7 – 11	Hourly		Regular on Site Assessment
12 – 18	30 mins	1	Prepare to halt erection operations until safe working conditions have resumed. During Phase D (Show) it is likely that Show Stop will occur in this range due to factors other than TDS safety.
18 – 22	15 mins	2	Site Safety meeting and risk assessment Prepare for full site evacuation
Over 22	Constant	3	Site evacuation procedure to be implemented

At Action Level 1:

When monitoring registers, a gust of wind speed in excess of 12 metres per second, in conjunction with an increasing general trend of recorded wind speeds, then subject to risk assessment, all staff are involved with the installation/ erection of the structure(s) should be put on alert that action may be required to delay the erection process until safe working conditions have returned. This process should be adopted into the overall site wind management plan.

At Action Level 2:

It is recommended as safe practice for a site safety measure to be convened to assess the overall site conditions when monitoring registers, a gust wind speed in excess of 15 metres per second in conjunction with an increasing general trend of recorded high wind speeds. (This can be varied subject to onsite risk assessment). This should be

adopted into the overall event safety management plan and preparations should be made regarding show stop procedure and full or partial evacuation of the site should wind speeds increase making site conditions unsafe.

At Acton Level 3:

When monitoring registers, a gust wind speed in excess of 22 metres per second in conjunction with an increasing general trend of high recorded wind speeds, and determined by risk assessment:

- Site evacuation may have to be implemented
- A safety meeting must be called to identify subsequent action such as lowering production
- The structure must immediately become a hard hat area for essential personnel only
- The stage may be evacuated, and a safe perimeter imposed around all temporary structures
- Before performances resume, or deconstruction begins, there must be a structural inspection and new sign off.

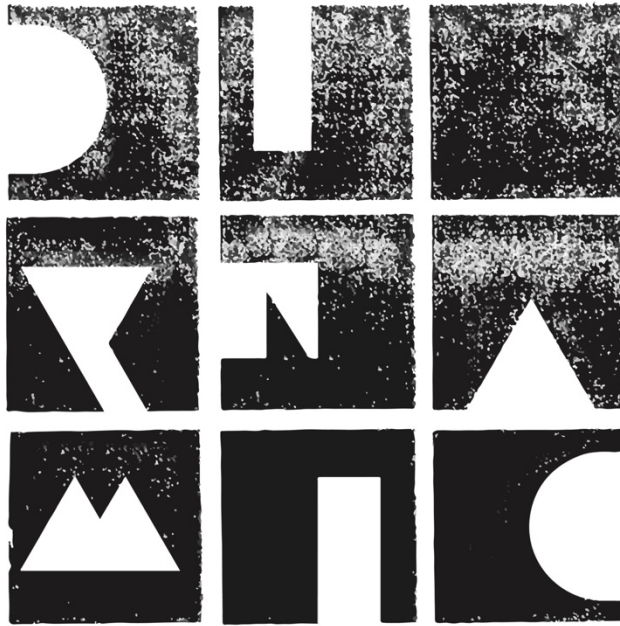
Understanding the effect of wind on structures:

It is important to recognise that it is wind pressure on a structure that poses an issue not merely wind speeds themselves. The relationship between pressure and wind is not linear. The applied pressure is proportional to the square of the wind speed.

For example: An increase in wind speed from 12 meters per second to 17 meters per second will approximately double the pressure on the structure. Between 12 metres per second and 24 metres per second, pressure on the structure approximately quadruples. See table below.

Surface Pressure Chart

Wind Speed Metres Per Second	Wind Speed Miles Per Hour	Surface Pressure In kN/m ²
12 m/s	26.88 Mph	0.088
13 m/s	29.12 Mph	0.104
14 m/s	31.36 Mph	0.120
15 m/s	33.6 Mph	0.138
16 m/s	35.84 Mph	0.157
17 m/s	38.08 Mph	0.177
18 m/s	40.32 Mph	0.199
19 m/s	42.56 Mph	0.221
20 m/s	44.8 Mph	0.245
21 m/s	47.04 Mph	0.270
22 m/s	49.28 Mph	0.297
23 m/s	51.52 Mph	0.324
24 m/s	53.76 Mph	0.353
25 m/s	56 Mph	0.383



Appendix O Show Stop Procedure

Document Title:	Appendix O – Show Stop Procedure
Date:	23/07/2018
Version:	1
Authors:	Name: Ryan Esson Position: Director Company: GoTo Live Ltd Email: ryan@gotolive.co.uk [REDACTED]

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Show Stop

The following personnel will have the authority to call a 'show stop':

Ryan Esson	Event Manager	GoTo Live	Permanent
Chris Hill	Site & Production Manager	GoTo Live	Permanent
TBC	Head of Security	Showsec	Permanent
TBC	Stage Manager	GoTo Live	Temporary
TBC	Stage Manager	GoTo Live	Temporary
More to be added			

Any person above may call a temporary show stop. Upon the calling of a temporary show stop, the event manager, event safety advisor and head of security will make their way to the affected area/ incident and relay a dynamic assessment to event control.

In order for a permanent show stop to be called, **3** of the **X** listed permanent show stop pass holders above must be present at the location of the incident in order for this to take effect. This may also be called from event control if **2** of the **X** show stop card holders are present in the event control room.

The event controller has the power to remotely call a temporary show stop based on the intelligence that they are in possession of at the time. This show stop may be called to a security supervisor remotely from the event control room.

Show Stop Pass



Temporary

The show will be stopped temporarily because of crowd related issues. The security supervisor will make this request directly to the Stage Manager. Further instruction will be given by Event Control on whether or not the show is able to resume, and under what circumstances.

Examples of situations where a temporary stop may be implemented are:

Severe adverse weather

Crowd issues - in consultation with Security Supervisor and Stage Manager

Extreme pressure on the front of stage barrier

Crowd collapse

Extreme lateral sway

Excessive/dangerous 'pit' activity

Climbing of structures (artists or public)

Medical incident in the crowd

Structural failure

Technical failure causing risk to artist or public

Threat of terrorist activity - in consultation with event management

Fire (front or back of house)

Backstage security breach

Stage Managers note:

Some situations, as listed above, will require consultation with the security supervisor on your stage prior to calling a stop.

In general only situations where there is a severe and imminent risk to the safety of a person should the stop be implemented without consultation.

Permanent

The show will be stopped on request of the, Promoter, Event Manager, Event Safety Advisor, Head of Security, and Site & Production Manager because of issues such as structural collapse, off-site events, crowd issues, extreme weather conditions etc.

Specific instructions for the procedures to be followed as part of a show stop will be issued to relevant staff and details included in the stage managers briefing.

Procedures – Stage Manager:

It may be that the show has to be stopped for a short while.
If this happens Stage Managers are required to do the following:

- Escort the artist off stage
- Check with the Sound Engineer that the emergency channel is available and at full volume
- Make the following announcement using the lead vocal mic:

“Ladies and Gentlemen it is necessary to stop the show for a few minutes, we hope to be able to re-start very shortly”

Front of Stage – Crowd Congestion:

If the potential for crushing has been identified by the Stage Manager, Pit Manager or Spotter the following steps should be taken:

- Stop the music

With the assistance of the band/artist the following announcement should be made:

“Ladies and gentlemen, for the safety and comfort of those near the front of the stage, on the count of three can you please take three steps backwards. Thank you. 1, 2.. 3”

Partial Evacuation:

Partial evacuation will only be called when a senior member of the event management team has assessed the situation i.e. those who have the authority to call for a permanent stop.

If it is necessary to evacuate a stage or part of the site the Stage Manager will be requested to make the following announcement

“Ladies and Gentlemen, this is a safety message. Due to a reported emergency we need to ask you to leave this area. Stewards are on hand to direct you – please follow their instructions. Please leave in a calm and orderly manner. There is no need to leave the event itself, the event will resume as soon as possible. Thank you for your cooperation.”

Continue to make this announcement until the people have left the area.

Permanent Show Stop

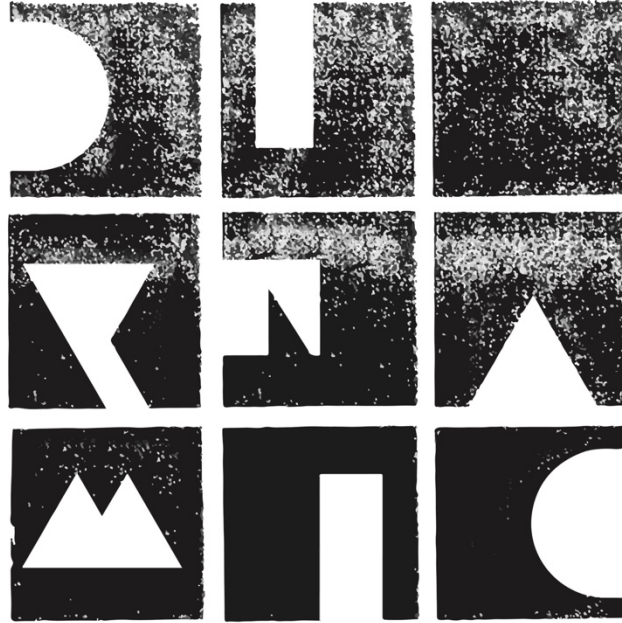
In the event that we go to a full show stop stage managers will be asked to evacuate their area and direct people to leave the event itself (a Full Evacuation). If they are required to do that they will use the same procedure as above, using the following announcement:

“Ladies and Gentlemen, this is a safety message. Due to a reported emergency we have had to stop this event. Stewards are on hand to direct you to the nearest exit. Please leave in a calm and orderly manner. Once you have left the site you will be given further instructions. Thank you for your cooperation.”

Procedures - House Engineer

The Stage Manager or Production Manager will inform them that an evacuation is imminent, they will take control of the mixing desk from the guest engineer and ensure that the emergency channel on the desk is ready and that the lead vocal channel is available

Guest Engineers are instructed to hand over control of the desk immediately to the House Engineer.



Appendix Q Drugs and Alcohol Policy

Document Title:	Appendix Q – Drugs and Alcohol Policy
Date:	23/07/2018
Version:	1
Authors:	Name: Ryan Esson Position: Director Company: GoTo Live Ltd Email: ryan@gotolive.co.uk [REDACTED]

DRUGS & ALCOHOL POLICY

THE NEED FOR ZERO TOLERANCE

The law requires licensed premises to be conducted in a manner that supports the four licensing objectives of the Licensing Act 2003:

- The Prevention of Crime and Disorder
- Public Safety
- The prevention of public nuisance
- The Protection of Children from harm

Drugs misuse goes against all four licensing objectives therefore licensed premises must operate a zero tolerance policy towards drugs misuse. It must also be made clear to customers and staff that there is 'zero tolerance' to drugs and associated criminal acts on the premises and that any breaches will be dealt with firmly and immediately.

This policy is also relevant to substances known as 'legal highs' where the potential of associated risk equals or exceeds the risks associated with illegal substances.

OBJECTIVES AND PROCEDURES OF DRUGS POLICY

Our clear objectives are:-

- Preventing drugs entering the event
- Detecting those supplying and misusing drugs
- Ensuring the safety of customers and staff

DRUG SEARCHES

It is recognised that a small number of persons attending events may attempt to bring illegal substances into the venue.

Door Supervisors need to be aware of search/seizure/arrest procedures at the venue, particularly in relation to controlled drugs and offensive weapons. Door Supervisors may search potential customers before allowing them into the venue, and search customers who have already gained entry.

The search policy will state whether the searches are to be:

- All customers (general search)
- Random search
- Specific searches

Door supervisors have no statutory legal rights to search customers. Searches can only be conducted with the customer's consent, as a condition of entry. The fact that searches will be conducted should be clearly advertised. Customers will be searched by door supervisors of the same sex.

Any customer refusing to consent to a search should be politely but firmly refused entry to the venue.

Security and Stewarding staff will conduct searches in a respectful and polite manner, remembering that those being searched are customers. The methods and approach to searching influence the mood of those being searched, and set the tone for compliance with the venue's practises and terms and conditions of entry.

Where suspected controlled drugs are found on customers during a search, door supervisors have two options. They can either seize the items and refuse entry to the customer, booking in the property

in the incident book before handing it to the manager for safe keeping, or they can seize the items, make a citizen's arrest, and hand the customer and confiscated items over to the police when they arrive. This decision is to be made by the supervisor or security manager on duty in consultation with the Event Manager.

PREVENTION OF DRUG DEALING / MINIMISE DRUG TAKING ON SITE

The use of hi-visibility Security Operatives deployed at fixed locations.

The use of overt Security Rapid Response Teams

The use of security patrols to monitor for drug related activity

SCREENING AND DOOR SEARCH

Screening a person's suitability to enter an event or venue must be done by Door Supervisors. Individuals under the influence of alcohol or drugs or demonstrating anti social behaviour will be refused entry.

Searching of customers and / or their belongings should be undertaken to prevent banned items being brought into the venue. A list of all such items will be included in the security briefing sheet. Usual items include (but are not limited to) weapons and other dangerous or potentially dangerous items such as laser pens, air horns, fireworks, glass items as well as alcohol, drugs.

BAR REFUSALS AND EJECTIONS

Bar staff should be briefed on the course of action required if they exercise refusal of service. If the customer is to be asked to leave due to over consumption of alcohol or for other reasons, security should be called by use of radio to the bar. Immediate ejection from the premises will occur with the security team/ A register of all refusals and ejections will be held on the premises.

AMNESTY BINS & DRUGS DEPOSIT SAFE

Illegal Substance Amnesty Bins will be located at the following points:

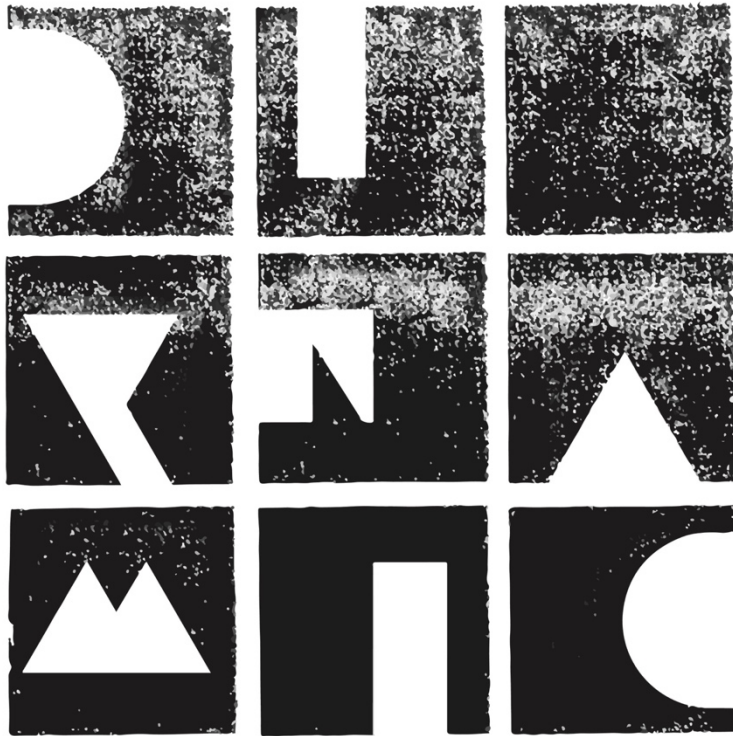
- On the approach to the event site at the soft ticket check point
- On the entry to the Disney queuing system
- On the search lanes on entry to the event site

There will also be a double lock drugs deposit safe that is located in event control. One key will be held with the Event Manager and one key will be held by the Head of Security. This is designed so that the drugs deposit safe can only be opened when both key holders are present to prevent tampering with the contents and also the unauthorised removal of deposited items. All deposits will be logged at each handover point, and deposit registered on a log – please see the template attached to this document.

At the end of each event day, all amnesty bins will be removed from public areas and contents deposited in the drugs deposit safe and logged, with both key holders present. This will then be secured in the event control room overnight.

On the last event day, the Police will be contacted via the 101 system and police attendance requested to remove the illegal substances from the event site.

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Appendix R Alcohol Management Plan

Document Title:	Appendix R – Alcohol Management Plan
Date:	12/07/18
Version:	1
Author:	Name: Ryan Esson Position: Director Company: On behalf of Bibbers Email: rvan@gotolive.co.uk [REDACTED]

Introduction

As a leading operator of multiple venues and events, held around different locations throughout the UK Bibbers fully understand the social responsibilities attached to the service and provision of alcoholic beverages at such events.

We operate in a highly regulated industry and fully recognise that attached to the grant of our Premises License is the primary obligation to ensure the responsible operation of our event bars at all times, for customers, staff and all involved.

Our alcohol management plan aims to ensure that our bars operate responsibly, safely and within the parameters of the law; while providing an inclusive environment for the sensible, controlled consumption of alcohol.

Policy Highlights

We are committed to the responsible retailing of alcohol and recognise that it is a fundamental part of the events that we deliver.

- We do not serve alcohol to anyone whom we believe to be intoxicated.
- We do not serve customers whom we believe to be under 18 – nor to anyone whom we suspect of passing alcohol to anyone that has not had their ID checked.
- If a customer looks under 25 we will ask for a recognised form of ID
- We do not offer incentives to our customers to drink irresponsibly and abide by the mandatory conditions set out in the Licensing Act 2003 regarding irresponsible promotions
- Our staff have had previous training and can easily access information about the units of alcohol by volume in order to provide that information to customers if requested.
- We value and respect the partnerships we have in place with local authorities.
- Our bar management team are actively involved in setting industry standards and lead by example.

Operational Policy

Bibbers are committed to operating its event bars responsibly, safely and within the law. We support the five prime objectives

- Preventing Crime and disorder
- Maintaining public safety
- Preventing public nuisance
- Protecting children from harm

We always seek to work closely and constructively with the key authorities, including Police, Fire, Environmental Health and local licensing in pursuit of these objectives.

We fully support local schemes and local crime prevention initiatives. We will not tolerate patrons who will be pre-loading and arriving at the event in an inebriated state, they will not be granted access to the event and will be managed by the event management and welfare teams and our security contractor.

Bibbers will at all times observe the law with regard to the sale of alcohol and all other products by:

- Not Serving patrons who are intoxicated
- Not serving alcohol to people who seem to be under the age of 18 without first using the Challenge 25 policy
- Support test purchasing
- Observe all other conditions of licensing law
- Will have a 4 drink max limit purchase in place for this event to try to prevent over indulgence.

Bibbers operate a responsible pricing policy for all alcoholic and soft drinks, the guiding principles of which are:

- To offer patrons / customers real service and real value at fair, competitive prices
- To seek and encourage a more advanced audience profile, who respect the use of alcohol at such events, rather than to encourage and increase consumption by individual patrons at one event.
- To ensure customers are offered choice and value without inducements to drink to excess

Bibbers
Appendix R – Alcohol Management Plan

Dynamic Festival London promotions comply with the mandatory conditions of the Licensing Act 2003 and with the additional guidelines set out in our own responsible pricing structure.

In relation to the drinks that we serve:

- Anti-drink drive activities and posters will be displayed around the venue and located at bar points as encouragement, we will also offer a range of soft drinks.
- Tap water is free of charge at all bar points and will be available from front of stages being managed by our security contractor. We will also have bottled water available at welfare and medical points located in the arena.
- We will use plastic containers for all drinks that are to be served at this event, if a drink is in a can then it will be opened and handed over to the customer.
- We will have a max purchase of 4-6 drinks in place.
- We will have accredited SIA security staff located near the bar for assistance if required.
- Our spirit measure will be 25ml
- All staff will have Counter Terrorism training – RUN –HIDE –TELL

Bibbers are committed to educating, training and supporting its staff so that they are able to carry out their duties under this policy and the law.

We recognise that good management has a direct bearing on the security of our event and bars. We will only use security staff that hold SIA licenses and are from our security provider.

Pricing & Bar Promos

- All activity will comply with the standard mandatory conditions stipulated by the Licensing Act 2003 and we will not be having any drinks promotions in place.
- Our drinks will be available from bars located on the temporary event space.
- Our drink prices are TBC.
- We will not supply alcoholic drinks free of charge or at a reduced price on the purchase of one or more drinks (whether or not it be alcohol related) e.g. buy one get one free.
- Involve the supply of unlimited amounts of alcohol for a fixed charge or on an entry condition.
- Encourages, or seeks to encourage a person to buy or consume a larger measure of alcohol that the person had otherwise intended to buy or consume.
- Rewards or encourage, or seek to reward or encourage drinking alcohol quickly
- Alcoholic drinks will not be allowed to leave the licensed perimeter of the event site.
- Drinks will be provided in plastic bottles or decanted in to paper or plastic containers with the exception of cans – they will be opened before handing to the patron, size depending.

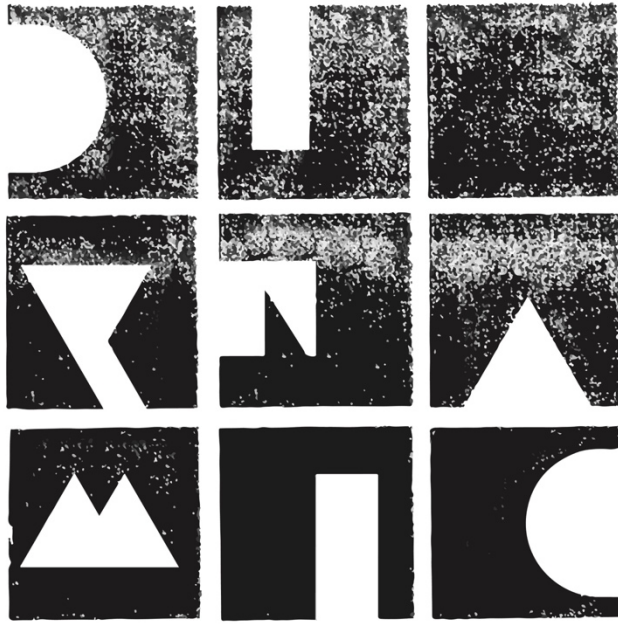
In addition, we will not undertake:

- Association with anti-social behaviour or violence
- Association with illicit drugs
- Suggest that alcohol can enhance mental or physical capabilities
- Encouragement of illegal, irresponsible or immoderate consumption
- Promotions which involve free entry to events.

Operational Policy for Under 18's

Dynamic Festival London will at all times observe the law and do everything we can to ensure that alcohol is not served to people who are deemed to be under 18 years of age. If a patron appears to be under 25 then we require to put the challenge 25 policy in to place and explain the following:

- Explain that it is against the law to sell alcohol to under 18s so please provide further ID for proof
- Ask for identification in the form of proof of age card with PASS accredited hologram, international passport, UK photo card driving license.
- We will have SIA trained staff in place before patrons enter the search area; they will assess the condition of the patron and will also check for ID before entering the premises. They will also be checked again at the ticket entry collection point.
- If the Patron does not have ID, they will be advice to go home and collect or have it dropped off at a location near to the event, but they will not be gaining entry until ID is present.
- At all times we will be polite and tactful, but firm, when asking for identification.
- We will record all refusals and pass any relevant information to the correct departments.



Appendix S Waste Management Plan

Document Title:	Appendix S – Waste Management Plan
Date:	21/07/18
Version:	1
Author:	Chris Hill Site and Production Manager GoTo Live Ltd chris@gotolive.co.uk [REDACTED]

INTRODUCTION

This report details the Waste Management plan for Dynamic Festival under the Local Authority, Merton Council (LA) to identify the collection and removal of waste generated by the festival.

The event management team's (EMT) aim is that all waste produced during the build, show and break of the event is collected and transferred to a licensed waste site. This waste management plan is in place to ensure all waste is collected efficiently and the site is left clear after the event.

The event organisers will appoint an experienced, dedicated waste management company. The company will be responsible for the provision of waste management equipment, staff and final disposal post event.

The Waste Management Company's staff will operate before, during and after the event.

SITE INFORMATION

The location of the event is Morden Park, Morden Hall Road, London, SM4 5JD

WASTE MANAGEMENT PROCESS

Waste bins will be provided for all catering waste in the secure areas to the rear of catering units. All concessions are encouraged to recycle

The Waste Management Provider will supply a range of bins around the public areas of the site.

Waste bins will be provided at the back of all the bar areas.

Waste bins will be provided in high footfall areas on approach to the site.

The Waste Management Company will monitor the areas to ensure inappropriate levels of waste and combustible items do not build up during the event period. The client will provide a number of litter pickers throughout the duration of the show. It should be noted that crowd behavior and density will limit their effectiveness and use during the event.

All areas in the immediate vicinity of the site will be cleared of litter. All clean-up staff will be provided with appropriate PPE.

Waste will be cleared from bins throughout the event into the onsite skip, which is situated back of house.

Waste will be cleared and removed after the audience has moved off the site. Suitable waste disposal will be carried out.

The event organisers are fully aware and conscious of their responsibilities for recycling and environmental awareness. With that in mind, wherever possible, all waste will be segregated and recycled.

From: Councillor Dennis Pearce
Sent: 30 July 2018 13:59
To: Licensing; Licensing
Subject: Proposed Dynamic Festival

To Licensing Committee Members and Officers,
I am writing to lodge my objection to and request permission to speak at the committee meeting about the proposed Dynamic Festival music event proposed for Saturday 8th September 2018.

Prevention of crime and disorder, the fact that there is a request for up to 10,000 attendees begs the question not will there be petty crime but how much and at what level does anybody find acceptable.

Pickpocketing would be easy for skilled person in a tight crowd of 5 to 10 thousand. Illegal drugs passed around and dealing, and some legal highs in sight of impressionable young sections of the audience.

The possibility of violence which we would regard as more serious, spontaneous or with deliberate intent is there.

Public safety, No extra provision for public transport, could well lead to a great deal of over parking, over crossovers, gated entrances businesses etc all around the area with loss of vision to crossings on corners and at crossings on main roads, potential for accidents is increased .

If we do not have a long change in the weather the possibility for grass fire is increased.

Public nuisance/Protection of children from harm, I would consider this as both at the last festival adults were seen in full view urinating and defecating around the area of festival.

Councillor Dennis Pearce,
Local Councillor and Residents Holne Chase short walk to the Event

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-----Original Message-----

From: Clare Heath-Whyte
Sent: 11 July 2018 16:18
To: Licensing
Subject: Event in Morden Park

Ref WK/201803623

From:
Clare Heath-Whyte

To the licensing committee

I would like to object to a licence being granted to the Dynamic music festival on 8th September in Morden Park for the following reasons:

1. Public safety. Having spent several hours guarding our driveway (adjacent to Merton College) during the Eastern Electric festival I witnessed behaviour that presented a threat to public safety. Cars were driving at speed down London Road and dropping off festival goers on verges and double yellow lines putting other road users and pedestrians at risk.

Many festival goers were drunk arriving and at times abusive. A friend's dog was threatened with a broken bottle.

As our daughter's wedding reception is taking place on the afternoon of the 8th September at the Rectory, bordering the park it would be possible to guard the driveway as happened last year as wedding guests would need to access the event. Similarly our garden gates would not be secured as guests would need to come in and out of the garden. As last year 2 people were on constant watch preventing people from accessing our property without such precautions the safety of our property and guests would be at risk.

2: Public nuisance. Public urinating and defecating in St Lawrence Churchyard, College carpark and Rectory drive was common at the Eastern Electric festival. Semi nudity and abusive language mid afternoon in a family area. Used condoms in the church porch. Nitrous oxide capsules scattered on the road, bus stop and in the church grounds. Litter overflowing and not collected. With our daughter's wedding, and presumably other ceremonies taking place in the registry office in the park, these inevitable results of large numbers of festival goers in the vicinity are unacceptable.

Noise: Although sound monitors at Eastern Electric deemed the noise in our garden within legal limits, as an average volume is calculated including silent gaps the general volume was dreadful even inside the house. Windows rattled. Outside in a wedding marquee it would be deafening. As a property adjacent to the park we endure music of varying quality from various events during the summer making our garden often unusable at weekends. The noise is often clearly heard up to half a mile away.

Last year Eastern Electric took place on 1 day. This year it is 2 days. To sneak in another event so soon after with the notice time taking place when many are on holiday is too much. Quite rightly the Merton Green spaces page says an event of more than 5000 people needs at least 6 months notice. This is for good reason. Eastern Electric had that amount of notice and there were still mistakes made. With under 2 months to plan in a new area and venue all the above problems would be more likely to occur. Also other events have already been planned - weddings and the fun run in the park. We specifically checked that there were no events connected to the college or the park on the 8th September several months ago to make sure that these problems did not arise. Lead times are there for a good reason. Merton licensing committee risks losing the trust of the local community if it bends rules for large external organisations and does not listen the concerns of those who live and work here.

Workers at the Travelodge and Harvester adjacent to the park had bad experiences last year. The Travelodge manager has said she will have to add extra security for these events to maintain the safety of guests.

Generally people in Morden have learned not to complain as they believe it achieves nothing. That is a sad indictment of the democratic process.

From: clarke gillian

Sent: 25 July 2018 17:21

To: Licensing

Subject: Application from MJMK/Diynamic for use of Morden Park on 8 September 2018

Dear Licensing Department

I wish to object to the granting of a licence for this event on the following grounds, based on our experience of last year's event hosted by Eastern Electrics.

PREVENTION OF CRIME AND DISORDER and PUBLIC SAFETY

Those attending had been drinking on their way to the event, and, being drunk and without concern for residents, used gardens and driveways as toilets, as well as having sex and using drugs in the local churchyard and retirement home grounds adjacent to the site.

Bottles and cans were dropped on the various routes to the event - not just from Morden Underground and Morden South rail station.

PUBLIC NUISANCE

The music was so loud that in some areas the houses were vibrating from the noise. The noise also carried as far as the Haig Homes (for ex-military people, whose PTSD was badly affected during that event).

The noise and general disturbance would have a negative effect on weddings booked well in advance for that day, at both the Register Office and St Laurence Church. With such short notice, it's impossible for those bookings to be moved, without huge cost, assuming that other venues could be found at such a late date.

The park (and playing fields) are invaluable for children to use during the summer holiday, when they should be out and about, playing and active rather than at home in front of their computers.

The time needed to build and then dismantle the structures involved means that a major part of the park is out of bounds to residents of Morden, for whom the land was gifted by Gilliat Hatfeild. While I acknowledge that the Council wants/needs the revenue from such events, once a year is more than enough. Why not use Wimbledon Common for this event?! (I suspect that I know the answer.)

Please, please, please turn down this application.

Yours sincerely

Gillian Clarke

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The Licensing Team,
London Borough of Merton,
14th Floor, Civic Centre,
London Road,
Morden SM4 5DX

Your ref: Application Reference WK/201803623

Dear Sir / Madam,

I am writing to object to the licence application by Dynamic Festival / MJMK Limited for a New Premises Licence for Morden Park Open Space on Saturday 8th September 2018, on the following grounds:

1. The prevention of crime and disorder.

I experienced the behaviour of festival goes first hand, on the day of the Eastern Electric festival in 2017, and I witnessed drug-related activity, disorder, drunkenness and anti-social behaviour at a level not normally seen in this area.

Many people arriving at the festival had already drunk a lot of alcohol. Many people were still drinking as they passed the consecrated grounds of St Lawrence churchyard, and they threw their vodka and other spirit bottles into the churchyard (as well as onto the pavement). There was widespread drunkenness amongst the people on London Road as they approached the festival.

Some people passing by the driveway to the Rectory were disorderly and abusive to those trying to safeguard the property.

A group of women trespassed onto the Rectory drive and urinated onto our driveway. They were abusive when challenged.

During the day we found used condoms behind the porch of the Church entrance. I remind you that the Church and churchyard are consecrated ground and have been a place of prayer, worship and dignity in this community for centuries.

After the event the street and churchyard were littered with NO bottles, which is evidence of drug-related disorder directly attributable to the festival event.

I fear for my own safety at the Church and Rectory during festival events, and for the safety of those wishing to visit the churchyard and attend church services, since I am aware that many young people today carry knives. This year we are having to organise volunteer stewards in our churchyard during the festival in August, and we would have to do the same for this festival. This will inevitably put those volunteers at risk, but it is clear that neither the festival organisers, the council nor the police are capable of ensuring the safety and security of the church grounds – unless this licence is rejected.

Someone might ask why the police have no reports of this disorder? It is because ordinary people like me have learnt that reporting it is pointless. Are we to call the police when abused by festival goers passing by? The most we expect is to be given a reference number, and so we do not bother. The disorderly behaviour happens, but the police are unaware.

Are the council unaware? They claim that the Eastern Electric festival in 2017 happened with no problems, but they have ignored my own report to them of the difficulties we faced at St Lawrence Church on the day. All we hear from the council is “ah, but they are paying us £50,000”, and that seems to trump everything, even the licensing committee’s deliberations.

If you allow this licence, you will be promoting crime and disorder on the streets of Merton, and on the private property of its residents and churches. There is clear evidence of drug-related activity, disorder, drunkenness and anti-social behaviour which can be attributed directly to the presence of large music festivals in the park. There is every reason to suggest that the Diynamic festival will be just as bad, and the licence should be rejected.

2. Public safety

Whilst apparently some effort has gone into ensuring the safety of those inside the park, little effort or thought has been put into the safety of local residents living on the routes approaching the park. The crime and disorder I referred to in 1. directly affects their safety.

In particular for this event there seem to be no plans for safe arrival and drop-off by car. In 2017 at the Eastern Electric festival we experienced dangerous driving and abuse from drivers approaching the event to drop people off – public safety was compromised, and it was just by luck that there were no accidents. There is every reason to expect the same behaviour at this festival.

The licence should be rejected on the grounds of public safety.

3. The prevention of public nuisance

A lot of litter will be left by those arriving at the festival. Perhaps the organisers will claim that they will clear the park up, but why should we have to clear our consecrated churchyard of half-empty booze bottles and used condoms? Last year at EE no litter was moved outside the church until 5pm, and even then it was just collected into bags and left on the path. More litter was left at the end of the festival, and was still in the street on the Sunday morning.

This is a public nuisance, and the licence should be rejected because of this. It is pointless asking the organisers: “will you stop the litter from happening?” – they will just say “of course” and make ineffective plans that leave us to pick up the mess.

The noise level experienced by those living near the festival is appalling. Yes the gadget measures a number within limits, but those limits were designed to protect us from Concorde flying overhead, not this kind of music, which has a never-stopping, all-pervading thud thud thud disturbing everything you try to do.

This particular festival falls at exactly the same time as my daughter’s wedding reception, which we are holding in our garden, which is directly adjacent to Morden Park Open Space, and within metres of the festival boundary. We will hardly be able to hear ourselves speak at the reception, which will be ruined. Guests leaving our reception are likely to be subject to abuse by some of those leaving the festival. There will be problems with parking and public transport. This is a definite public nuisance, and the licence should be rejected.

4. The protection of children from harm

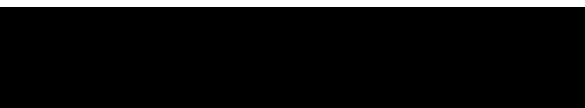
There is no guarantee of safety for any children who are pedestrians in the area while people are arriving at and leaving the festival. Why should children have to see people urinating in public? Why should they have to hear the abuse of the drunken festival goers? What if a child picked up and drunk from a half-empty vodka bottle? It would be wise for parents to keep their children well away. But why should they have to?

The licence should be rejected on the grounds of protecting children from harm, in particular moral harm.

By the time this comes to the Licensing Committee for consideration I expect that we will have had further experience of the kind of problems I have described, at the 2018 Eastern Electrics festival on 4-5th August. I expect to be able to present more evidence at that stage.

Throughout I have referred to the Eastern Electric festival, as this is a comparable festival to the Diynamic festival. I note that they have different organisers, and the Diynamic festival is slightly smaller. The nature of the music and the festival goers is nevertheless very similar, and the scale of the Diynamic festival is still very large.

Yours sincerely,



David Heath-Whyte
Team Rector, Church of England Parish of Morden



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From: Andrew Palfreyman
Sent: 30 July 2018 09:18
To: Licensing
Subject: Dynamic Festival application, 8/9/18, WK/201803623

30th July 2018

Dear Sir / Madam

Reference WK/201803623

Music Festival Application: Dynamic Festival, 8th Sept 2018

I am writing with respect to the above music festival application and have reservations.

I am not against the idea of a music festival in the park as such, despite living in earshot of Morden Park, but more on the effects upon on the property within the local community.

Last year there was a music festival. With respect to my church, St. Lawrence, people were using the churchyard and the driveway up to two houses, including that of our rector, as a toilet. Many people dropped bottles of drink in the churchyard, which as you realise is situated on the main road, London Road. A number of nitrous oxide bottles were also found around the lych-gate (our war memorial), and used condoms were found behind the porch as well. (This would seem to imply that the graveyard was being used for sexual activity.)

Aside from the offence of church property being used in this manner, it would seem to me that festival organisers, and Merton Council if they were to grant permission, have a duty to ensure both that adequate toilet and rubbish facilities are provided (which to be honest I expect they are) and that the local area is cleared of rubbish afterwards with respect to those who decide not to make use of such facilities.

I can understand that the Council wish to promote music festivals as such as a good thing, and will be in favour of the economic benefits that such festivals bring. However, with this comes the responsibility to protect the area. This would include the social cost of clearing the area afterwards and any policing necessary to deter anti-social behaviour, which was reported last time.

Given the poor results last year, our church has organised a rota of 'stewards' with respect to our churchyard for another festival on 4th and 5th August to try to deter such anti-social behaviour. If permission were to go ahead for Dynamic Festival on 8th September, such voluntary protection would seem to be needed again.

Frankly, local organisations should not need to make plans like this to cover the social costs that belong to others. The festival organisers, in this case MJMK promoters, and the Council need to ensure that sufficient planning is put into place to minimise offence and disturbance in the local area, which should include teams that clear the area afterwards. If this cannot be guaranteed I would request that such festivals are turned down until such social infrastructure can be put in place.

Yours faithfully
Andrew Palfreyman
(St Lawrence church member)

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From: Trevor Spackman
Sent: 16 July 2018 19:38
To: Licensing
Subject: Ref no 201803623. Planed festival in Morden park

Dear sir/ madam,

We are against the festival in Morden park. They should not be given a drinking licence the reason's being:

Noise
Unsociable behaviour
Security
Rubbish

It's not fair that residents of lower Morden lane are going away for the weekend because of the disruption that we are forced to put up with. Morden park is far to small to have such a event.if you think about the size of Clapham common, Finsbury park that is the size that a festival should be held not a small park such as Morden park in comparison. Last year it was one day now its two totally unacceptable. There was supposed to be steward's but where was they when they was having sex in the bushes also using the bushes as a toilet.

We are asking for you not to grant a drinking license.

Regards
Patricia & Trevor Spackman

Sent from my Windows Phone

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[REDACTED]
July 28, 2018

Licensing Section
14th Floor
LBM
Civic Centre – BY HAND



Dear Sir/Madam

MUSIC EVENT IN MORDEN PARK – 8 September 2018

I wish to object to yet another noisy event in the park, on the grounds of Prevention of crime and disorder, Public safety, Prevention of public nuisance and Protection of children from harm.

We know, from last year's rave in the park, that illegal behaviour took place along the route between stations and the concert venue; streets, private property and the churchyard at St Lawrence Church were used as toilets, used drug "capsules" were found afterwards, along with used condoms, empty alcohol bottles, etc. Families arriving for church on the Sunday morning were met with a very unpleasant and potentially dangerous environment.

As for the noise – if that isn't a public nuisance, I don't know what is. Residents living in Hillcross and Lower Morden Lane complained that their houses were vibrating with the sound. Some ex members of the army, living in Haig Homes, had their mental condition worsened – when you suffer from PTSD, excruciatingly loud sounds do not help your mental health.

We've already got a two-day rave on 4 & 5 August – surely, we don't have to face yet another in early September? And why such short notice – I thought the Council required at least 6 months? And what about the poor couples who have weddings booked at the Register Office, and the Church? It's far too late for them to make other plans.

There are other ways to make/save money: getting rid of the ceremonial positions of mayor and deputy mayor and everything that goes with them would save a great deal!

Yours faithfully

[REDACTED]

Mrs. M Robb

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From: Tanya Sothinathan

Sent: 12 July 2018 15:36

To: Licensing

Subject: Re: Objection to the licence application made by Diynamic Festival for their proposed event on Saturday, 8th September 2018 in Morden Park

To The Directors of Merton Council,

I am writing as a resident of the London Borough of Merton, to object to the licence application made by Diynamic Festival for their proposed event on Saturday, 8th September 2018 in Morden Park.

The event for which a licence has been requested is aiming to host 10,000 guests and will likely create high levels of noise and disruption from 7th - 9th September 2018.

Diynamic Festival has only very recently submitted their licence application, providing only 2 months notice of this event. The Council website advises event organisers to provide at least 6 months notice to hold any event hosting over 5,000 people, for the obvious reasons of health and safety planning that are entailed in putting on large events, where significant numbers of people and visitors beyond the local community will be present.

A Cancer Research Mud Run is already scheduled to take place on Sunday 9th September 2018 in Morden Park at 10.30am. This is a charity event at which many families with young children will be present. It will be impossible to set up and make this run safe with an overnight music festival taking place in the same space until the early

hours of the day of the run. The festival will very likely create significant litter and debris, again very likely potentially including banned substances and unsafe material that children are at risk of exposure to.

Events that take place in communities must not allow unnecessary distress and disruption to the community or the plans they already have in place. I am also aware of other informal community events taking place in and around Morden Park in this period which will be significantly disrupted by the proposed festival, to the detriment of the local community.

New local events should promote community cohesion and not significantly disrupt local events that are already planned, so I kindly ask that the requested licence is rejected for the 8th September 2018, for the above given reasons, which encompass all legitimate reasons for preventing a licence being issued, namely that it will cause a public nuisance, be a threat to public safety and put children at risk of harm.

An untried festival with a two month lead time which aims to host 10,000 people is very likely to also lead to crime and disorder, as the required level of security planning will not be possible, exposing local residents to an unacceptable level of risk of harm.

I therefore kindly ask that you reject the licence application made by Diynamic Festival for their event proposed for 8th September 2018 and ask that the company requesting the

licence, postpone this event until the required notice period has been fulfilled and they have liaised with community leaders, police and the relevant environmental authorities to create an environmental impact assessment for their event, so that it is run and managed well at a later date with respect to the community.

With kind thanks.

Yours sincerely,

Tanya Sothinathan

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From: HARRIES STEVE
Sent: 14 July 2018 07:32
To: licensing@merton.co.uk
Subject: REF WK/201803623

Ref WK/201803623

I write to object to the license for the music festival september 8th in Morden Park

the park is surrounded by houses and the noise is a public nuisance as that of the the music

festival in August which has been granted

there is a local nursing home which is adjacent to the park and the parish church of St Lawrence

which is adjacent to the park, there is a local travel lodge adjacent to the park

the noise carries across Morden we can hear this in our house off central road and prevents us enjoying our day and night, and is a continual nuisance of noise

I am sure that there are other venues that the music festival can be booked into which are away from housing, and public buildings and ask the committee to reject the licence

S & R Harries

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[REDACTED]
18 July 2018

Licensing Section
London Borough of Merton
14th floor Civic Centre
London Road
Morden
SM4 5DX

Dear Sir/Madam

MUSIC EVENT – MORDEN PARK – September 8th – MJMK Ltd

I wish to object to this event on the grounds of:

Prevention of crime and disorder
Public safety
Prevention of public nuisance

We know from the unpleasant experience of last August's Eastern Electrics event just how much went wrong.

People using the streets as toilets, drunken behaviour, appalling levels of noise throughout the day and piles of litter not dealt with along the routes to and from the park.

Some of the worst behaviour was from those who decided to use the local churchyard and retirement home grounds to urinate, defecate and engage in sexual acts! When members of the church's congregation, and employees of the retirement home tried to protect their properties, they were met with abuse and aggression. Discarded bottles, condoms and nitrous oxide containers were found in the grounds the following morning.

There were insufficient entry points to the venue so that queues built up and attendees were climbing over the security barriers to get in. So they went unsearched.

Although MJMK will have learned from Eastern Electrics' mistakes, inevitably there will still be a significant proportion of people behaving badly on their way to and from the event.

We are already having to put up with a two-day rave on 4 & 5 August – we simply do NOT need another one to anger, aggravate and upset local residents.

If the Council needs money so badly, why not get rid of the ceremonial positions of mayor and deputy mayor – and all the trappings and staff that go along with them? That would save a whole heap of money every year.

Yours faithfully

[REDACTED]

JOAN HANRAHAN



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From: katieheath-whyte
Sent: 06 July 2018 12:42
To: Licensing
Subject: Dynamic Festival 08/09/18 - Complete with Address Details

Dear Mr Barry Croft and the Licensing Team,

I am writing to object to the proposed music festival due to take place on the 8th September this year. I am a resident of Morden and live just outside Morden Park, and am holding my wedding reception in The Rectory garden (just behind the park) on this very date.

The council website advises 'at least 3 months in advance for small events (up to 500 people) and much longer (at least 6 months) if you are hosting a large event (over 5000 people)'. This festival will be an event for over 5,000 people, and has applied for a date only 2 months away. This brings up many problems, not least of all the fact that it gives barely any notice for local residents. Of course, I would not have organised my wedding for the 8th September in my family garden if I knew 6 months ago that a techno festival would be taking place just next door!

It will not only be my family and our guests that will suffer if this event takes place on this date, as I know that a charity mud race for Cancer Research is also due to take place that same weekend. Although this is booked for the 9th September, I am sceptical that by 10.30am the day after the festival, all litter will be able to be removed and the site will be safe for children to run around in. Local parks exist for enjoyment by families and the community, and events like the Mud Run, initially started in Morden by a resident who had recovered from cancer, should be encouraged - not put off by large external events.

The Eastern Electrics festival that took place last year caused significant disruption to the area around Morden Park, including semi-naked attendees urinating in our driveway and in front of Manor House Care Home, and defecating in St Lawrence Church graveyard. It posed a security threat to our house and to the surrounding buildings - the care home had to use one of the festival's security barriers to prevent festival attendees from coming near to the home and threatening staff.

Alcohol and substance abuse was also very evidently rife during Eastern Electrics, and the area around our house was littered by condoms and nitrous oxide capsules after the event.

I hope you will agree that the idea of a similar festival taking place on the same day as my wedding reception is very upsetting. We have already spent several thousand pounds on arrangements for the day and there is no chance that another venue could be arranged at this short notice. Around 200 guests will be travelling to Morden for the day, including several from abroad, who will be staying at the Travelodge. I had hoped for these guests to enjoy visiting the place

that I am proud to live in, and not have to put up with loud noise and disruptive behaviour from festival-goers.

It is my hope that Merton Council will listen to these very valid concerns from a Morden resident, and not set a precedent for other large companies to take advantage of parks meant for residents to enjoy once they realise that Council guidance such as notice periods are not taken seriously.

The Council is able to withhold use of public grounds for various reasons, several of which I believe apply to events of this nature:

- 'that the event is likely to be proved to be of an objectionable or undesirable nature, or could cause an unacceptable level of disturbance to other users of the ground or surrounding residential or commercial properties.'
- 'The Council is of the reasonable opinion that the event may significantly disrupt the enjoyment of the ground by the general public.'

I would love to enjoy what is meant to be the best day of my life, in my family garden and in the area of Morden I love. I trust that you will do all that you can to help me in this.

Yours sincerely,

Katie Heath-Whyte

From: JAYESH PANDYA

Sent: 17 July 2018 10:28

To: Licensing

Subject: OBJECTION TO: WK/201803623 Morden Park Open Space, London Road, Morden

Hi

I would like to raise my objection to the event planned for on Morden Park Open Space, London Road, Morden. This is for application WK/201803623 by MJMK Limited

The Eastern Electrics event last year resulted in a ridiculously large volume of people and car traffic in Morden, the noise / music from the park was unbearable for myself and my wife as well as our pets. Even with all window shut in the house and us being in the front room, the music could still be heard. We don't find that acceptable.

I don't what guarantees Merton Council can provide that the noise levels will be lower, there is no chance of public nuisance as a result or crime and disorder as a result of such an influx of people in the park and surrounding areas.

Many thanks

Mr Jayesh Pandya

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From: Susan Liang

Sent: 16 July 2018 17:57

To: Licensing

Subject: Proposed music festival, Morden Park, 8/9/2018. Objections. Ref: WK/201803623

To whom it may concern: Ref: WK/201803623

I would like to voice by objections to the proposed festival on the following grounds:

1. Short notice- there is insufficient time for residents to be informed about this proposal and to voice their objections.
2. Timing: along with the forthcoming Eastern Electrical event on 4/5th August, this event will involve fencing off a large section of Morden Park, for up to 7 days. This means that that section of the Park will be unavailable for families, dog walkers etc to enjoy, during the school Summer holidays. This is hardly beneficial to residents.
3. Noise disruption. Morden Park is in the middle of a residential area. Last year's Eastern Electric Event was only for one day, not 2, and was very disturbing to those residents who live nearby. Bearing in mind that there are weddings taking place at both the Registry Office and St Lawrence Church on September 8th, this will cause distress and disruption to couples who should be celebrating their marriages, and not worrying now about whether to cancel them or move venue. Will there be any compensation available for them?
4. Appalling behaviour of some festival goers. A small minority last year made life miserable for local residents. In St Lawrence Churchyard, people were urinating, defaecating and committing lewd acts. They left the churchyard in a disgusting state, with used condoms, etc. To prevent this happening on 4/5th August this year, St Lawrence Church is having to organise a rota of volunteers, many elderly, to patrol the Churchyard for 12 hours on both the Saturday and Sunday, offering festival goers advice and directions and giving out bottles of water. This is a major commitment which we do not want to have to repeat again on September 8th. Manor House Care Home overlooks the Churchyard and this kind of behaviour is very distressing for older people to witness. And who is going to pay for the clean up afterwards?

I really feel that Morden Park is an inappropriate venue for such events. It does not benefit local residents and in fact, causes them distress. The Receptionist at the local Travelodge was traumatised by some of the behaviour that she witnessed during last year's event.

If you value the opinions of local residents, please do not grant this licence.

Mrs Susan Liang

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From: David French
Sent: 11 July 2018 14:57
To: Licensing
Subject: Re Application Reference WK/201803623

Dear Sir/ Madam

We are Merton residents and live next door to Morden Park.

We wish to object in the strongest possible terms to a license being granted for the Diynamic music festival to take place in the park on Saturday 8th September 2018.

Re Application Reference WK/201803623

We have written to Siobhain McDonagh to express our concerns and await her reply.

The festival was originally due to be held over two days, 8/9 September in North Greenwich. The organisers now wish to condense the event into one day, with increased capacity and "two stages" as they are cramming all the booked performers into the one day.

We are very concerned with the escalation of these types of event in Morden Park. Last year the Eastern Electric music festival was extremely disruptive locally and was not policed or stewarded at all well. It is a national sized event with people coming from all over the south of England. It seems it is now going to be an annual event in Morden Park and of course is taking place this year on 4/5 August. We have lived next door to the park for over 30 years and the disruption and noise caused by this one event last year was unprecedented. The litter and mess created and the anti-social behaviour of a significant minority of the festival goers was alarming to say the least. There were incidences of public disorder in Morden town centre as well as around the park area.

We may have to live with that event but imagine our dismay now that we have heard of a similar large scale music festival looking for a home. This will not be a one of. If it works well from the festival's point of view, it, like the Eastern Electric event will wish to return year after year.

We are not against the park being used for festivals and smaller scale music events. It is a wonderful facility with the purpose built stage and we have been to many events and indeed taken part in some as local professional musicians. So we are not saying an across the board "not in my backyard". It is the huge scale of these now increasing number of events that concerns us. September 8th is not school summer holidays, it is during term time. Young children will have restarted regular Saturday activities, for instance using the swimming pool. We ourselves do home tutoring which will have started on that day and are genuinely concerned that our young students and their parents will be at best seriously inconvenienced by possible disruption. At the Eastern Electric festival last year we had great difficulty getting in and out of our property and there were incidents of drunken behaviour, verbal abuse, litter and loitering in St Lawrence Church yard and surrounding our home.

The organisers of Diynamic music festival are looking for a new home. Does it have to be Morden Park with housing all around when it is already going to be the venue of a major music festival just one month before? We realise that offering a license to this festival will bring in

significant remuneration for the council but at what cost to the environment and local residents?
To police these events properly is also going to be expensive.

As a council, can you please take local residents wishes into account. We know others share our concerns and may yet write to you on this. We really do not want Merton Council to grant this license for yet another large scale music festival in the park when up to only two years ago there were none.

Sincerely,

David & Vivienne French

From: Sheeamalan Tharmarajlingam
Sent: 19 July 2018 16:27
To: Licensing
Subject: WK/201803623 - Proposed music festival

Dear Sir/Madam,

I would like to object to the proposed music festival to be licensed on the 13th of August 2018.

I object on the grounds of noise disruption, short notice, unsocial behavior and loss of use of that area of the park for up to 7 days, during the school holidays.

Last years Eastern Electric event saw festival-goers urinating, defaecating and having sex or committing lewd acts in St Lawrence Churchyard.

The park does not to be ruined for the revenue brought in and locals have a better use of the park when its clean. The park is frequently used by joggers, walkers, and different sports activities.

Kind Regards,
Sheeamalan Tharmarajlingam

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From: Cynthia Muraleetharan
Sent: 20 July 2018 15:45
To: Licensing
Subject: WK/201803623 - Objection to proposed music festival

To whom this may concern,

I am writing to you to object to the proposed music festival which is to be licensed on the 13th of August 2018.

I object on the grounds of noise disruption, short notice, unsocial behavior and most importantly loss of use of that area of the park for up to 7 days.

I am a regular user of the park and am currently training for a marathon. It's not fair to expect regular users to avoid the park for 7 days, especially as it's during school holidays when children go regularly.

Last years Eastern Electric event saw festival-goers urinating, defaecating and having sex or committing lewd acts in St Lawrence Churchyard which is extremely disturbing.

The park should not to be ruined and locals deserve a clean environment. The park is frequently used by joggers, walkers, and used for different sports activities.

Kind Regards,

Cynthia Sheeamalan

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From: Elspeth V Clarke
Sent: 17 July 2018 12:15
To: Licensing
Subject: MUSIC EVENT IN MORDEN PARK 8 September - MJMK Ltd

Apologies - when I sent my objection in last night, I neglected to add my address. I have now done so and made some other amendments - please can you therefore accept THIS version, and delete the one sent last night (16 July). Thank you and sorry to be a pain!

I wish to object officially to the granting of a licence to this event, on the grounds of (a) prevention of crime and disorder; (b) public safety; (c) prevention of public nuisance; (d) safeguarding of our children

We know, from last year's rave in August 2017, that there will be a totally unacceptable level of anti-social and criminal behaviour and a threat to health and safety - not forgetting the noise element = environmental pollution.

Concert-goers last year used the streets, local church yard and retirement home driveway to urinate and defecate. There were used condoms and nitrous oxide capsules/containers found in the churchyard immediately after the event. Do we really want a repeat of this? (PREVENTION OF CRIME AND DISORDER and PUBLIC SAFETY issues)

Concert goers had already been drinking on their way to the venue - so were already intoxicated before they even entered the grounds. And, by the time they left the grounds some 10 or 11 hours later - well - the less said the better. (PREVENTION OF CRIME AND DISORDER)

The level of noise was, in some areas of Morden, appalling. Local residents (including those in Lower Morden Lane and Hillcross Avenue) spoke of their homes "vibrating with the noise". But we are being told that the noise was "within acceptable levels". Acceptable to whom, might I ask? People who don't live in the area, no doubt. I understand that some ex-military personnel, living in Haig Homes (Green Lane), suffering from PTSD, were badly affected by the loud noise levels and this did not improve their condition. (PUBLIC NUISANCE AND PUBLIC SAFETY)

Litter was strewn along the roadway, leading to and from various public transport stations to the venue. (PUBLIC NUISANCE)

May I remind the Licensing Committee that Morden Park was left to the people of Merton/Morden, in perpetuity, by Gilliat Hatfield.. It is very unfair that, with both the Eastern Electrics event AND this newly proposed rave from MJMK/Dynamic, the park will have a large no-go area for approx. 4 weeks - all during the school holidays - when we are supposed to be encouraging our children to play outside AND GET EXERCISE - in an effort to combat growing obesity amongst the young. In addition, the damage done to the park has still not been properly remedied which is a PUBLIC SAFETY issue, especially when it comes to SAFEGUARDING LOCAL CHILDREN.

And what happens to the Cancer Charity fun-run which is due to take place on Sunday 9th September in Morden Park??? And the couples who have weddings planned at both Morden Register Office and St Lawrence Church? It is far too late for any of them to re-arrange their plans.

Local residents are already having to put up with the two-day rave on 4 & 5 August. Are you seriously contemplating inflicting yet another such event on them only a few weeks later? This is unfair and unjust. I know Merton Council is desperate to make money, but this is simply unacceptable.

In addition, you are expecting the emergency services to turn up, once again, to cover the event, monitor it and act accordingly? I'm sure they have better ways of spending their time. (THREAT TO PUBLIC SAFETY ELSEWHERE IN CASES OF EMERGENCY AND INSUFFICIENT NUMBERS ABLE TO ATTEND AT ANOTHER LOCATION)

I attended the meeting with MJMK last week: although the usual assurances and platitudes were uttered by their enthusiastic - and very pleasant - team, we all know what will happen on the day. We've been there, bought the t-shirt.

I hope you will turn down this licence application which has been submitted at such short notice, contrary to Council's own guidelines.

Thank you.

Elsbeth V Clarke, M.B.E.