



Event Safety Management Plan

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Chapter	Page
1. Introduction	4
2. Purpose of the Event Safety Management Plan	4
3. Licensing Objectives	4
4. Planning and Management	6
5. Event Schedule	13
6. Venue and Site Design	13
7. Capacity	14
8. Fire Safety	18
9. Event Contingency & Major Incident Planning	19
10. Communication	19
11. Security & Crowd Management	21
12. Transport & Traffic Management	23
13. Temporary Demountable Structures	23
14. Barriers and Fencing	24
14. Power, Electrical Installations and Lighting	25
15. Concessions	25
16. Bars & Alcohol	27
17. Sanitary Facilities	27
18. Medical, Ambulance and First Aid Management	29
19. Cleansing	29
20. Sound, Noise and Vibration	30
21. Local Environment and Community	31
22. Special Effects, Fireworks and Pyrotechnics	31
23. Facilities for Disabled People	31
24. Facilities for Children and welfare	32
25. Media & Publicity	32
26. Contractor Obligations and Performance	32
28. Counter Terrorism	36

Appendices

- Appendix A – Risk Assessment & Fire Risk Assessment
- Appendix B – Site Plans
- Appendix C – Medical Plan & Medical Scoring
- Appendix D – Stewarding & Security Deployment Schedule
- Appendix E – Traffic Management Plan
- Appendix F – Noise Management Plan
- Appendix G – Construction Phase Plan
- Appendix H – Flood Management Plan
- Appendix I – Site & Production Schedule
- Appendix J – Main Stage Structure
- Appendix K – Crisis Communications Plan
- Appendix L – Insurance
- Appendix M – Event Contingency Plan
- Appendix N – Wind Management Plan
- Appendix O – Show Stop Procedure
- Appendix P – Crowd Management Plan
- Appendix Q – Drugs & Alcohol Policy
- Appendix R – Alcohol Management Plan
- Appendix S – Waste Management Plan

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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:

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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