

DOCUMENT SCHEDULE **V1.2** | SUBMISSION No: **3** | DATE: **29 JAN 2025**

## Event Safety Paperwork

## MIK FESTIVAL 2025, NORTHWICK PARK, HAO 3TQ



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### List of Appendices

N.B. Following comments and feedback from the Responsible Authorities any amended Documents or Policies will be highlighted in yellow both here and within the document itself. All notes will remain at their most recent amendment. Please ensure you are referring to the most up to date version of this Schedule that corresponds to the Submission number.

| Appendix      | Title                           | Current Version | Notes                                     | Ready for Submission |
|---------------|---------------------------------|-----------------|-------------------------------------------|----------------------|
|               | Event Management Plan           | 1.1             | Multiple - updated as per yellow sections | ✓                    |
| <b>A</b>      | Site Plan – full site with grid | 3.3             | PUDO moved                                | ✓                    |
| <b>A (i)</b>  | Site Plan - Arena               | 3.3             | No changes.                               | ✓                    |
| <b>A (ii)</b> | Site Plan – IEED Routes         | 3.3             | PUDO, Ingress, Egress and Dispersal       | ✓                    |

|                |                                                   |     |                                                                                                                                                   |   |
|----------------|---------------------------------------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------|---|
| <b>A (iii)</b> | Site Plan – Licensable Area                       | 1   | No changes                                                                                                                                        | ✓ |
| <b>B</b>       | Programme Running Order & Artist Risk Assessments |     | Pending – will include artist profiles in line with premises licence conditions                                                                   |   |
| <b>C</b>       | Command Structure                                 | 1.2 | Updated command with contractors                                                                                                                  | ✓ |
| <b>C(i)</b>    | Communications Plan                               | 1.2 | Updated residents in line with emp. Added commitment to cctv                                                                                      | ✓ |
| <b>D</b>       | Major Incident Policy                             | 1.1 | Corrections made to muster areas.                                                                                                                 | ✓ |
| <b>D(i)</b>    | Major Incident Plan                               | 1.2 | Draft dispersal plan added and updated maps.                                                                                                      | ✓ |
| <b>D(ii)</b>   | CT Plan                                           | 1.1 | No changes.                                                                                                                                       | ✓ |
| <b>D(iii)</b>  | Show Stop Procedure                               | 1   | No changes.                                                                                                                                       | ✓ |
| <b>D(iv)</b>   | Transfer of Authority                             | 1   | No changes.                                                                                                                                       | ✓ |
| <b>D(v)</b>    | Dispersal Plan                                    |     | Draft sections added to EMP and Apps D(i) and App L (iii) – when finalised a full plan will be submitted.                                         |   |
| <b>E</b>       | Production Schedule                               | 1   | No changes. Will be updated with contractors and timings in relation to trucks and restrictions of movement.                                      | ✓ |
| <b>F</b>       | Event Risk Assessment                             | 1.2 | Amendment to transport hub                                                                                                                        | ✓ |
| <b>G</b>       | Construction Phase Plan                           | 1.1 | Added reference to HGV arrivals in relation to school drop off and pick up.                                                                       | ✓ |
| <b>H</b>       | Field Guide                                       |     | Pending – march.                                                                                                                                  |   |
| <b>I</b>       | Premises Licence                                  |     | Applied for – hearing 4 feb 2025                                                                                                                  |   |
| <b>J</b>       | Fire Risk Assessment & Management                 | 1.1 | Gates and evacuation routes updated.                                                                                                              | ✓ |
| <b>J (i)</b>   | FFE Schedule                                      |     | Pending – feb                                                                                                                                     |   |
| <b>J (ii)</b>  | Capacity Calculations                             | 1.1 | Removed incomplete tabs – will update when structures confirmed. Dispersal flow rate calculations will be shown here after consultation with TfL. | ✓ |
| <b>K</b>       | Accreditation Plan                                | 1.1 | Minor amendment to wording on processing calculations as this is not finalised.                                                                   | ✓ |
| <b>L</b>       | Security & Crowd Management Plan                  | 1   | No changes at current time but will be reviewed.                                                                                                  | ✓ |

|         |                                          |     |                                                                                                                                                                                                                |   |
|---------|------------------------------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| L (i)   | Security Deployment                      | 1   | The current deployment does not reflect the use of Harrow on the Hill but this is currently being undertaken. The use of HOTL would not reduce the number of operatives deployed but it will change locations. | ✓ |
| L (ii)  | Drugs, Search & Eviction Policy          | 1   | No changes                                                                                                                                                                                                     | ✓ |
| L (iii) | Ingress   Egress Plan                    | 2.1 | Multiple changes in relationship to transport hubs                                                                                                                                                             | ✓ |
| M       | Medical Plan                             |     | Currently being written – verbal presentation to Feb BSAG planned.                                                                                                                                             |   |
| N       | Trader Schedule                          |     | Pending - april                                                                                                                                                                                                |   |
| N (i)   | Trader Management Plans                  |     | Pending - april                                                                                                                                                                                                |   |
| O       | Water Management Plan                    |     | Pending contractor – feb / march                                                                                                                                                                               |   |
| P       | Adverse Weather Plan                     | 1   | No changes                                                                                                                                                                                                     | ✓ |
| Q       | Temporary Demountable Structures         |     | Pending – feb                                                                                                                                                                                                  |   |
| R       | Sanitation & Waste Management            |     | Pending contractor – feb / march                                                                                                                                                                               |   |
| S       | TEU Health & Safety Policy               | 1   | No changes                                                                                                                                                                                                     | ✓ |
| T       | Traffic Management Plan                  |     | Currently being written – verbal presentation to Feb BSAG planned.                                                                                                                                             |   |
| U       | Noise Management Plan                    |     | Currently being written – verbal presentation to Feb BSAG planned.                                                                                                                                             |   |
| V       | Safe-Guarding Minors & Vulnerable Adults | 1.1 | No changes                                                                                                                                                                                                     | ✓ |
| W       | Alcohol & Bar Management Plan            |     | Pending supplier                                                                                                                                                                                               |   |

## Document Control

The following people have reviewed or contributed to the contents of the EMP and its Appendices

| Document                                            | Version | Date       | Name        | Role             | Organisation |
|-----------------------------------------------------|---------|------------|-------------|------------------|--------------|
| All submitted                                       | All     | 28/11/24   | V. Hazell   | Event Manager    | TEU          |
| All submitted                                       | All     | 31/12/24   | J. Mitchell | Site Manager     | TEU          |
| EMP / App A / App C / App D / App F / App L / App V | All     | 2 / 1 / 25 | M.Jackson   | Security Manager | MAG          |
| EMP / App A                                         | 1       | 20/12/24   | C.Young     | Medical Manager  | IMS Medical  |

|                             |         |          |              |                 |                |
|-----------------------------|---------|----------|--------------|-----------------|----------------|
| EMP / App A                 | 1       | 20/12/24 | C. Taylor    | Traffic Manager | WAS Traffic    |
| Licence Application / App A | 1       | 20/11/24 | D.Leversedge | Acoustician     | Aria Acoustics |
| EMP / App A / App L         | Various | 20/1/25  | K.Bowater    | Traffic Manager | WAS Traffic    |
| EMP                         | 1.2     | 28/1/25  | L.Krawecke   | Safety Manager  | TEU            |

## Document Distribution

The following people have received a copy of the EMP and its Appendices

| Submission | Date     | Name        | Organisation                            |
|------------|----------|-------------|-----------------------------------------|
| 1          | 29/11/24 | SAG members | Brent and other responsible authorities |
| 2          | 2/1/25   | SAG Members | As Above                                |
| 3          | 29/1/25  | SAG Members | As Above                                |
| 3          | 29/1/25  | Licensing   | Brent Council and Licensing Committee   |

## Legal Entities

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