**Event Management Plan template**

|  |  |
| --- | --- |
| Name of Event: |  |
| Name of Park and open space required: |  |
| Date (s) of the Event: |  |

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**1. INTRODUCTION**

This Event Management Plan template will help to ensure that you fully prepare for your event and will aid communication of important information between relevant parties.

**Aims**

The aim of this plan is to ensure, so far as is reasonably practicable, the safety of the spectators, participants and staff involved in the staging of this event.

**Objectives**

To achieve this aim the objectives of the plan are to:

* Detail the operational procedures in place for the event
* Identify roles and responsibilities of organisations involved
* Identify lines of communication and control
* Identify sources from where resources may be obtained
* Identify those areas for which contingency arrangements need to be addressed
* Advise those organisations who may be required to implement external procedures or responses

**Useful Resources**

**The London Events Toolkit**

The London Events Toolkit has been commissioned by London Events Forum, and is funded by Arts Council England. Part of the London Cultural Improvement Programme, funded by London's Improvement and Efficiency Partnership - Capital Ambition – www.londoneventstoolkit

The Hounslow Events Team refers third parties to this practical online resource to help them through this process. The tool kit sets out the key principles and procedures for making an application to London Boroughs for any event. It aims to keep the organiser abreast of current legislation, provide all the information, resources and templates organisers need to deliver their events and to promote best practice.

**The Event Safety Purple Guide**

The HSE guidance in reference to event safety is **HSG195: The Event Safety Guide** (The Purple Guide): http://www.thepurpleguide.co.uk

**ISAN**

ISAN (The Independent Street Arts Network) recently published (February 2012) a ground-breaking Toolkit for promoting sustainability within the outdoor event sector. This resource is available to download; The ISAN Environmental Sustainability Toolkit – Making Outdoor Arts Sustainable- in the left hand panel.

**Event industry specialists**

A list of suitably qualified and widely well regarded events professionals in all aspects of event planning and logistics, health and safety, stewarding and more to call upon to support the proposed event or activity.

**Hounslow Safety Advisory Group (SAG)**

The role of the SAG is separate from the operational management of the event. It is the event organiser/management team that will be ultimately responsible for health and safety planning.

The SAG is there in an advisory capacity. It provides independent advice to event organisers, who retain the legal responsibility for ensuring a safe event. The local authority will enforce the relevant statutory provisions to ensure the health, safety and welfare of employees, members of the public and any other person affected by a work activity. This includes all outdoor public events except for the erection and dismantling of structures or equipment used in the event. These activities are enforced by the HSE. More information can be found at www.hse.gov.uk/event-safety/faqs.htm.

Each local authority has a Safety Advisory Group (SAG) to provide advice on event safety matters and to ensure that public safety is maintained at all times. SAGs consider all event-licensing requests and offer advice and guidance to all parties concerned. Generally it is made up of representatives from local organisations such as:

1. Departmental representatives from the Local Borough of Hounslow

2. London Ambulance Service

3. London Fire Brigade

4. Metropolitan Police

The Hounslow SAG meets on a monthly basis throughout the year. Some new applications for events of any size may be required to attend a SAG meeting before an initial agreement is given by Hounslow event team. It is mandatory for all event organisers of medium and large events to attend A SAG meeting to discuss the specifics of their event proposal in further detail.

Once these events have been presented to the SAG, the group has 7 working days to respond with comments, concerns or recommendations before a decision is made. The event organiser will be notified in writing with the SAG’s initial agreement to further advice on the event.

A copy of Hounslow Safety Advisory Groups Terms of reference can be viewed online at: http://www.hounslow.gov.uk/sag\_terms\_reference.pdfNotification and consultation

The relevant level of external consultation will occur, as set out in the application process with the third party, where relevant, in the specific conditions for the event location. This will include Friends groups, local ward councillors and other stakeholders for the site in question. If objections are received through the consultation, a resolution is offered where appropriate.

**2. LEGAL RESPONSIBILITES – Event Organiser**

The responsibility for the safety of all persons working or attending an event rests with the organiser of the event.

It is the duty of this person to exercise overall control of the event, and to ensure all reasonable precautions are taken to maintain the safety of the people at the event for its duration.

This person must be able to demonstrate an understanding of these roles and responsibilities and commitment to public safety.

**Event Organiser -** Details must be completed.

Name: \*

Address: \*

Home Telephone No. \*

Mobile Telephone No: \*

Work telephone No. \*

Email Address Home \*

Email Address Work \*

Event Venue: \*

Event Venue Address: \*

Event Email: \*

Land owner details: \*

**3. EVENT DETAILS**

**Set-up:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date(s): |  | Start and Finish Time: |  |

**Event:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date(s): |  | Open and close Time: |  |

**Breakdown/ Clear-up:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date(s): |  | Start and Finish Time: |  |

**Outline /Profile of event and programme:** (include start/ finish times. Please use additional sheets if needed).

**Event Programme**

Please give details of event programme here or attach appendix.

**4. MANAGEMENT OF SITE**

Describe how event site will be managed:

**Site Manager:** (Who will be responsible for site set up?) With a small event this may be the organiser in a dual role.

Name:

Contact number:

Email:

**Safety officer:** (Your event must have a **competent** person solely responsible for safety – not the organiser!)

Name:

Contact number:

Email:

**Location of site office / event control:**

Are any plant and machinery and temporary structures being used / constructed? Yes / No

If yes, then all method statements and other safety documentation to be included within plan. (Ask your suppliers/ contractors of the items for this information – They should be able to supply it to you.)

Are any contractors being used to set up the items? Yes / No

If yes please supply details of all contractors including full addresses and Public Liability Certificates\* (minimum £5million) / safety policies / risk assessment etc. (This information is commonly asked for and they should be able to supply it easily)

|  |  |  |
| --- | --- | --- |
| Name/Company | Address | Contact Number |
|  |  |  |
|  |  |  |
|  |  |  |

\*Please speak to Hounslow Events Team regarding the level of Public Liability Insurance required for your event/activity

**5. TEMPORARY STRUCTURES ON SITE (e.g. Marquees, gazebos, tents, platforms and stages etc)**

List all temporary structures that will be brought onto the site to include marquees, staging, portable toilets, etc.

**Domestic Gazebos; tents; shelters, inflatable canopies etc**. (The term ‘domestic’ means it can be bought from a high street retailer by

the public). **You will need to follow the manufacturers ‘set up instructions’ for the item and include a copy of them in the appendix.**

If you do not have the instructions you must undertake a **risk assessment** for the item and include this in the appendix instead.

Description *(e.g. marquees)* Quantity Description Quantity

|  |  |  |  |
| --- | --- | --- | --- |
| **Description (e.g marquees)** | **Quantity** | **Description** | **Quantity** |
| 1 |  | 4 |  |
| 2 |  | 5 |  |
| 3 |  | 6 |  |

N.B.Attach all insurance, health & safety documentation (risk assessments; method statements etc) as an appendix. Show the location on

site plan.

**Toilet provision** – give a provision breakdown and a description of location:

|  |  |  |
| --- | --- | --- |
| Male | Female | Accessible |
|  |  |  |

**6. UTILITY SAFETY**

**Electrical safety**

Please note that all electrical appliances will be required to have a Portable Appliance Test (P.A.T.) test certificate accompanying the item. All major connections to mains will have to be undertaken by qualified electricians. Evidence to be produced.

Electrical Generators – Only SILENT DIESEL generators are permitted. Method statements for operation and refuelling and fuel storage must be produced alongside risk assessments including fire.

Any equipment that requires an electrical supply must be included in the risk and fire risk assessment and the suitable fire safety equipment provided.

Any cost for resources will be charged to the event organiser.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Equipment** | **Purpose** | **What wattage ir requires** | **Duration of use e.g. 07:00 – 18:00** | **Has it been PAT tested or less than a year old (with a receipt for proof of purchase)** |
|  |  |  |  |  |
|  |  |  |  |  |
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**Gas Safety**

All major gas connections to be undertaken by CORGI engineers. All Gas appliances to have valid CORGI certificates where applicable.

Any equipment that requires gas supply must be included in the risk and fire risk assessment and the suitable fire safety equipment provided.

Any cost for resources will be charged to the event organiser.

**Water Safety**

Not all sites have water access, Hounslow Events Team will be able to provide further information on individual applications.

It is the Event Organisers responsibility to provide adequate water provision to staff and attendees.

Any cost for resources will be charged to the event organiser.

**7. AMUSEMENT DEVICES**

**Any funfair ride must provide;**

* ADIP certificate
* Public Liability Insurance PLI (£9mill + £1mill)
* Risk assessment/method statement

**Funfair Rides:** ADIPS (Amusement Device Inspection Procedure Scheme - [www.adips.co.uk](http://www.adips.co.uk)).

**Inflatable devices** (Such as’ bouncy castles’ and ‘inflatable slides’ etc.)

These items also need an annual safety test and certificate. If it is owned by a member of the ‘Showman’s Guild of Great Britain’ then an

ADIPS certificate will be needed.

If it is owned by a ‘non Guild member’ then it will need either a **PIPA Certificate** http://www.pipa.org.uk/ or evidence of other competent testing. Failure to produce this will lead to the device not being allowed to operate.

**ADIP/PIPA:**

List all rides, inflatables, stalls, games, food units etc. Please give the name of the ride (1) as it appears on the ride (2) as it appears on the ADIP or PIPA certificate (3) as it appears on the insurance document. NOTE: stalls or food units do not need ADIP or PIPA

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **(1) Name of Device or Stall** | **(2) Generic name/Description** | **(3) ID Number** | **(4) Who owns this ride/inflatable/stall?** | **£9mill Public Liability Insurance YES/NO** | **£1mill Public Liability Insurance YES/NO** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**8. TRADING/CATERERS/EXHIBITORS**

Include a list of all traders/caterers/exhibitors/registered charities that will be permitted to trade at the event. Show their location on the site plan.

All **stall holders** must provide:

1. A copy of a valid 3rd Party Public liability Insurance Certificate (Minimum £5 Million Pounds Cover)
2. Employers Liability Insurance (If applicable)
3. Local Authority registration
4. Full Risk Assessment
5. Full Fire Risk Assessment

All **food concessions** must submit the following with this application:

1. A copy of a valid 3rd Party Public liability Insurance Certificate (Minimum £5 Million Pounds Cover)
2. Employers Liability Insurance (If applicable)
3. Local Authority registration
4. Full risk assessments to cover all activities associated with your operation
5. Fire risk Assessment Form

**9. INSURANCE**

Event organisers could be held legally liable for the costs or damages for any injury which may occur during an event. Third parties must be insured against this risk via public liability insurance (PLI).

It is a requirement of both the London Borough of Hounslow and CIS is that public liability insurance is arranged with a minimum of £5 million. It is essential for the protection of the organising body that the insurance cover is provided for the whole period of the even from the date the event pulls onto site until the event pulls off and not just for the event days themselves. The level and extent of information for insurance purposes needed may vary depending on the size of the event.

Additional information and paper work in relation to contractors and suppliers may be requested.

Please attach copies of all insurance documentation.

**10. LICENSING**

Event organisers are responsible for ensuring that all required permissions and licences are acquired in an appropriate and timely manner. If the event application is granted initial approval, the event organisers will then be advised to apply for any licences that are necessary for them to hold their event.

**Temporary Event Notices (TENs):** TENs can be used to allow licensable activities to be carried out on a one-off or occasional basis. They are the most appropriate type of authorisation for small-scale, one-off events, such as community, school and charity fundraising events, at which it is intended to sell or supply alcohol, provide regulated entertainment, or sell hot food or drink between 11pm and 5am. TENs can only be used for events where no more than 499 people (including staff and performers) are expected to attend.

A Temporary Events Notice can be submitted no later than 10 working days (not counting the day of the event and the day you submit the notice) before the event is to take place and will cost £21.00.

**Premises Licence:** A Premises Licence is a permanent licence, granted in respect of a specific location that authorises the licence-holder to carry out a combination of the following licensable activities:

* the sale by retail of alcohol
* the supply of alcohol by a club to club members and guests
* the provision of regulated entertainment (including plays, films, indoor
* sports, music and dancing)
* the provision of entertainment facilities
* the sale of late night refreshment (hot food or drink supplied 11pm to 5am).
* If the relevant licence/s above are granted then the event organiser will continue to work with and be monitored by, the Hounslow Event Team to ensure the delivery of a safe and successful event.
* There is a 28 day period for objections. If no objection then the license will be granted. However if objections are received a further three months could be required to fulfil process.
* Other licenses that may be required include, but is not limited to:
* Consent to use council land
* Performing Rights Society (PRS)
* Phonographic Performance Limited (PPL)
* Planning permission

**Collections and Raffles**

If you are expecting to collect donations from the public, sell lottery tickets, hold raffles etc, then you may need additional licences.

Contact the Licensing Team at Hounslow Council for further information and to download a license application visit: www.hounslow.gov.uk/index/business/licences\_and\_street\_trading.htm

Please state if you need a licence and what stage of the application process are you up to:

|  |  |
| --- | --- |
| Premises/TENS | Status |
|  |  |

**11. LOST CHILDREN / VULNERABLE ADULTS**

With reference to **The Safeguarding Vulnerable Groups Act 2006**, most events may have children and vulnerable adults present. As event organiser you need to demonstrate that these members of society will be protected in the event of becoming separated from parents / guardians or due to any other untoward event.

You will need to:

* Describe arrangements made for managing lost/found children and state whom will take responsibility for them until they are reunited with parent/guardian.
* Where non-professional care-workers are being used ensure that all lost children are not left in the sole care of a single worker at any one time.

For advice and guidance please refer to HSG 195 Event Safety Guide also known as the ‘Purple Guide’ or the London Events Tool Kit.

**Lost children / vulnerable adults arrangements** (N.B. this can simply be describing how, when and who will hand lost children to Police).

CIS have a lost child and vulnerable adult policy template for event organisers to use.

**DBS**

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS).

CRB checks are now called DBS checks. A DBS check is only required when a person is working with the same group of children or vulnerable adults on a regular occasion.

Lost / Found children staff must have no other role than this during the event.

The following details must be completed in full.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (of all designated to receive minors) | Address | Date of Birth | Contact Number | CRB/DBS number |
|  |  |  |  |  |
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**12. STEWARDING**

Stewards play a crucial role with all special events and crowd management. The good management of such can make a vast difference to safety creating an enjoyable, professional event during the routine and upon an emergency.

Stewards need to be formally briefed on the site layout; the **Normal Operating Procedures (NOP) and Emergency Action Plans (EAP).**

You must demonstrate how, where and when this will take place and by whom.

Please show all stewarding arrangements in place for the event including chain of command (see table below).

* Stewarding positions should be marked on the site plan
* Please state how they will be identified, i.e. uniform, tabard etc (numbers on tabards are good to identify who was who after an incident)
* Attach copy of stewards/staffing manual (this can be very simple advice for steward)
* Please indicate trained fire steward/s where applicable.

N.B. The name of any stewarding company should be written in the plan as soon as confirmed. The names of Supervisors and Stewards can be inserted in the final version of the Event Safety Plan prior to event opening.

|  |  |  |  |
| --- | --- | --- | --- |
| Steward Manager/Company Name: |  |  |  |
| Supervisors and Location |  |  |  |
| 1 |  | 3 |  |
| 2 |  | 4 |  |
| Stewards and Location |  |  |  |
| 1 |  | 6 |  |
| 2 |  | 7 |  |
| 3 |  | 8 |  |
| 4 |  | 9 |  |
| 5 |  | 10 |  |

**13. Equal Opportunities, Equality and Diversity Policies**. \*

**\* [The Equality Standard for Local Government covers the delivery of services and the provision of employment in England and is designed to ensure that local authorities consider gender, race, disability, age, sexuality and faith equality issues at all levels of council policy and practice.]**

Your organisation may already have established policies in place. Please include a copy in the appendices or write in the box below.

Please outline all arrangements made for disability, equality and diversity for your event – parking, toilets, volunteering etc.

|  |
| --- |
| Staff/Volunteers: |
| Attendees: |

**14. Environmental Policies -** Your organisation may already have an Environmental policy. Please include this in the appendices.

Describe arrangements made for site cleansing, prior, during and after the event. State any environmental consideration schemes and or

‘Carbon footprint’ initiatives; recycling etc. e.g. using biodegradable confetti, glass recycling etc.

|  |
| --- |
|  |

**15. EMERGENCY SERVICES / SECURITY**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Police / Security:** | **Fire Stewards:** | **First aid**: |
| **Name** |  |  |  |
| **No. On duty** |  |  |  |
| **Contact No.** |  |  |  |
| **Address** |  |  |  |
| **Location (also show on site plan)** |  |  |  |

**16. LINES OF AUTHORITY AND COMMUNICATIONS**

1. Describe location of your **Event Control Point** and outline your procedures for command, control & communications.

2. Include any differences for an emergency.

3. Identify communication systems which will be used for staff and the public (mobile phones/radios etc)

4. Identify a backup system of communication if main power fails. (Loud hailer?)

5. Identify Emergency Rendezvous Points (RVP) for both public and separately for the attending Emergency Services. (This is a safe meeting place away from event centre)

|  |
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|  |

**17. TRAFFIC MANAGEMENT PLAN - Outline** proposals for traffic management for the event. A competent plan will be crucial to your event being allowed to proceed.

**The plan needs to include**:

• What transportation options are available to public to access and leave your event? Will this be adequate?

• Will road closures be needed?

• Parking (including disabled access) how managed for numbers predicted?

• How will pedestrians be safeguarded from moving vehicles on site (e.g. a vehicle movement curfew during the event opening hours is an option)?

• Where needed, how will traffic be diverted?

|  |
| --- |
|  |

**18. TELEPHONE DIRECTORY**

**The aim of this contact sheet is that it can be duplicated from final draft any posted on a wall and be a comprehensive contact sheet for all management / emergency services during event set up / operation and breakdown.**

Include – Event Organisers, Emergency Services, Contractors, Volunteer Organisations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Name** | **Organisation** | **Mobile Number** | **Other Number** |
| Event organiser |  |  |  |  |
| Safety Officer |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**19. SITE PLAN**

A site plan of the event area to include the following for example:

• Indication of North

• Site perimeter marked

• Access / egress points

• Traffic flow and car parking / overflow

• Road closures and diversions

• Main event infrastructure

• Toilets – male/ female /disabled

• Water points

• Fire points

• First aid point

• Lost found children point

• Stewarding positions

• Catering unit positions with distances

• Fairground units with distances

• Emergency access points

• RVP points (Rendezvous **point)**

• Event control location

Contact Hounslow Events Team for a line drawing of the site. It is also recommended to use google maps to show tree lines and other details on the site.

**20. RISK ASSESSMENT**

The law states you must undertake written **Risk Assessments that are suitable and sufficient. Please see guidance notes.**

There are sample risk assessment forms included and can be used as templates. Always hand sign, date and add the location of the risk assessment.

The law also states that a Fire Risk Assessment must also be produced.

Therefore you must also carry out a Fire risk assessment to accompany the general risk assessment or it can be include as a section with your main risk assessment.

Sample risk assessment form:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Event:** | | | **Location:** | | | |
| **Event Area/Activity:** | | | **Date of Assessment:** | | | |
|  | | |  | | | |
| **Ref** | **Hazard** | **Existing control measures** | **Who might be harmed** | **Likelihood** | **Severity** | **Risk Rating** |
| 1 | Eg *Domestic Gazebo blowing over* | *Gazebo erected as per manufacturers*  *instructions (attached).*  *Wind monitored during event and gazebo dismantled when winds become a risk as specified in instructions (15 MPH).*  *Gazebo to be weighted down with weights/sandbags/guy ropes* | *Stall holder / public* | **2** | **2** | **4** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **Consider these factors during event safety planning meetings**

|  |  |  |  |
| --- | --- | --- | --- |
| **People** | **Event** | **Facilities** | **Environment** |
| • Management team  • Stewards  • Other workers  • Contractors  • Volunteers  • Expected crowd size  • Crowd behaviour  • Entry controls  • Traffic control  • Contingency plans | • Nature of event  • Required space  • Equipment needed incl. hire & use  • Specialist activities & equipment  • Build, operation & dismantling (timing &  activities)  • Animals  • Children  • Safety controls  • Handling cash  • Incidents  • Contingency plans | • Toilets  • First aid  • Assembly points  • Services  • Disabled access  • Information point  • Lighting  • Public address system  • Litter & waste collection  • Insurance  • Contingency plans | • Venue size & layout  • Suitability  • Ground conditions  • Weather  • Steps, slopes, uneven ground  • Traffic routes  • Parking  • Emergency access  • Local services  • Contingency plans |

**2. Assess health and safety risks.**

**3. Eliminate or control risks.**

**4. Develop contingency plans.**

**5. Keep under review and revise if necessary.**

Event Management Plan: Section 2 of the Application

**Section 2: Guidance for Applicants - Important documents**

|  |
| --- |
| Below is a list of information you are required to provide on making an application. You must demonstrate that you are looking after the safety of all at your event. Depending on the nature of the event, you may be asked to provide further information.  **This can be presented as an overall Event Management Plan or as individual documents.**  **1. Access Provision** |
| You have a legal duty and moral responsibility to make your event accessible to all to the best of your ability. This means considering the needs of those with disabilities in you’re planning to ensure your infrastructure and plans consider the facilities you have in place for people with disabilities.  **2. Lost Child and Vulnerable Adult Policy**  Please complete and sign return a copy of the policy which will provide us details on how lost children or vulnerable adults will be reunited with their parents or guardians at your event This should include measures to protect the children or vulnerable adults involved, and checks on identity of parents or guardians claiming responsibility for the child or vulnerable adult. This should also explain what action will be taken when a child or vulnerable adult is found without their parent or guardian.  **3. Crowd management plan**  Describe how you will manage crowd safely and details of security and steward’s role in managing and controlling the ingress, the event itself and egress. Provide details of how the site plan demonstrates that you have positioned the location of the performance areas, barriers and if so what types of barriers, food and market stalls and activities to maximise audience flow and viewing areas.   1. **Emergency Control Plan**   Describe how you will deal with any incidents or respond to an emergency situation, what plans do you have in place for evacuation routes for emergency vehicles, muster points and any chain of command you event has.   1. **Environmental impact assessment**   Events can have an impact on the local environment in a number of ways, so you need to identify what these possible impacts are and then show how you plan to protect the environment accordingly. This should review the general green issues, local physical and community environment, this includes:   * Transport and energy use * Water consumption and waste water * Generation of waste and consumption of renewable resources * Noise and light pollution (This should include details of any sound equipment that will generate noise and your proposal to manage noise nuisance to residents. Generators MUST all be Silent diesel generators) * Habitat, bio diversity, ecological impacts from both activities in both the immediate surroundings of the event and along the supply chain.  1. **Event Communication Plan**   Firstly describe the practical methods of how you will communicate with staff, the public and external agencies during the event, you may hire two way radios if needed or use mobile phones if more appropriate, secondly provide detailed structure on the lines of communication between the Event Director, to all other staff, agencies and audience.   1. **Fire Risk Assessment**   Provide information on procedures in place and fire equipment and facilities that will be provided to ensure fire safety.   1. **First Aid Plan**   Description of the first aid provision at the event including numbers of staff and ambulances  Where applicable.   1. **Food Safety Plan**   Information about how you will ensure that any food served to staff, volunteers or provided by caterers to the general public at the event is prepared, stored, served and handled properly to remove the public health risk.  You will need to send details of confirmed caterers to the LBH food safety team, no less than two weeks prior to the event start date: [foodsafety@hounslow.gov.uk](mailto:foodsafety@hounslow.gov.uk) to ensure they comply with food safety and hygiene regulations.  All caterers must be registered with a local authority if they are not this they must do so at least  28 days before the start of the event. For further information on food safety advice visit: <http://www.hounslow.gov.uk/food_safety>.   1. **Marketing Plan**   Where applicable:  A description of how the event will be publicized and through what channels i.e. TV, Radio, Advertising, Newspapers, Advertising, radio, photographer, print design.   1. **Risk Assessments**   A Risk Assessment identifying potential hazards and risks at the site and those resulting from your activity and detail on what precautions you are going to take against potential risks and hazards.  **12.Sanitary Provision**  Describe how you plan to deal with toilet needs of all staff, crew and public on the day. The HSE  Event Safety Guide provides assistance to calculate the correct number of toilets this must always include accessible wheelchair friendly units. Hand washing facilities also need to be provided.  **13.Security and Stewarding Provision**  Describe the stewarding, marshalling, or security that will be involved with your event, please provide the details of any training or briefings. All security staff must be SIA trained and licensed. All stewards as with all staff should be given information/briefing about emergency procedures, radio protocol including the use of radio code words, missing & found children information.  **14.Site plans**  A map of the site clearly identifying which part of the site you wish to use and clearly showing the layout of the events, including all temporary structures (i.e. fairground rides, stalls, toilet facilities, generators, first aid points, access routes and vehicles)  **15. Production and Event Timetable**  A schedule of the event day from the initial entry onto the site until the pull off time. This should details event set up and breakdown times and public opening and closing times.  Events of a religious or political nature will need to include publicity materials, event programme and details of speakers before an application can be accepted.   |  | | --- | | **16.Transport Infrastructure plan**  This should outline the impact of the event on traffic and transport in the area of the event, as well as how vehicles will be managed within the event site. Items to consider include:  Road closures, diversion routes, orders for control measures such as temporary speed limits, lifting of parking restrictions, temporary one-way systems. Consideration around how people will travel to the event (public transport, vehicle, coach) will there be parking provided or drop off points for suppliers or attendees and will this be controlled by, stewards or security.  **17. A Waste Management Plan**  Outline what are your arrangements to collect all the types of waste generated in the lead up, during and after your event, what measures you have in place for collecting, storing and disposing with as little environmental impact as possible to ensure the site is left in the clean and tidy state it was found in. | |
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| 1. **Proof of Public liability Insurance (minimum indemnity limit £5m)**   Proof of up-to-date public liability insurance cover to the value of £5m, this should either be a copy of your insurance certificate showing the policy number, dates valid and amounts covered on your policy, or a letter from your insurer providing this information. |