



London Borough of Hackney
Events Team – Green Spaces

Event Management Plan Template and Guidance Notes

Event Name	
Event Location	
Event Date	
Organisation	
Document last updated	

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1. Introduction

The purpose of this document is to provide broad guidance notes for event organisers planning to hold an event in one of the London Borough of Hackney's (LBH) parks. The document also provides sections that should be completed to help you develop a detailed EMP (Event Management Plan). It is recommended that you save a new version of the document and complete all sections in [blue](#); after all sections have been addressed you will have an EMP for your event. Remember to delete all the guidance text once you have completed the template.

2. Event management

2.1. *Pre Planning*

The success of any event is always dependant upon adequate pre planning and it is essential that you allow enough lead-time to ensure that your event is a success. By addressing the why, what, where, when and who early in your planning process, it will help you to make informed decisions during the event planning process.

- **Why** – it really is worth asking this question at the very beginning, sometimes you may find that the answer is not immediately obvious. By addressing the why it will help your organising committee establish the core values of your event. Establishing the core values will help you design your event and develop the 'who' and therefore 'what' elements you should include as part of your event programme.
- **What** – you need to decide what it is that you will present at your event. Your core values will provide direction here. Knowing who your target audience is will help you identify what elements should be at your event. Try to put yourself in the shoes of someone from your target audience, what are there interests, what will attract and excite them at your event.
- **Where** – some things that should be considered when deciding on your event venue include: site area, access, community impact, transport, car parking, ground conditions and existing facilities such as toilets. It is also worth considering your venue in terms of your target audience, is the location accessible to your main target audience?
- **When** – consider your event date in terms of some of the following: other events, day of the week, do your opening times suit your audience and the likely weather conditions at that time of the year.
- **Who** – this is one of the most important points to consider in your pre planning process. Identifying the 'who' will come from your 'why' and the identification of the core values. Your 'who' may also mean you need to give special consideration for facilities such as young children, teenagers, the elderly or disabled.

2.2. *Event overview*

[Provide a paragraph here that provides an executive summary of the event.](#)

Please keep in mind that you are trying to provide someone who knows nothing about your event with as much information as possible in a succinct paragraph or two.

2.3. Key event management contacts

Populate the following table with the names, roles, responsibilities and contact details of the key people involved in organising your event.

Any event should always have one person who is ultimately responsible for all aspects of the event. Depending on the nature and scale of the event a number of other people will have key tasks and responsibilities allocated to them, but will report to the event manager.

Name	Role	Responsibility	Contact (Mbl Pref) & radio channel if radio allocated
John Smith	Event Manager	Overall responsibility	XXXXXXXXXXXX Radio channel 1
John Smith	Production	All event infrastructure, ordering, delivery timings etc	XXXXXXXXXXXX Radio channel 1
John Smith	Volunteer Coordinator	Volunteer recruitment, training and event day management	XXXXXXXXXXXX Radio channel 3
John Smith	Health & Safety	Risk assessments, legal compliance, fire points, site inspections	XXXXXXXXXXXX Radio channel 1

2.4. Key event contacts – other

Populate the below table with all the other key contacts for your event.

You as the event organiser should start collating the details of all people that will have some involvement with your event. This could be event suppliers, stallholders, emergency contacts, council contacts etc. While it is not necessary that we (council events team) have this list it is important that you create comprehensive list. This helps with your event planning and event management on the day. There is nothing worse than the main stage act not showing up on time and you don't know how to contact them!

Suppliers (marquees, catering etc)				
Organisation	Contact	Service	Contact details	Notes
ABC marquees	John Smith	Temporary structures	Email and mobile	Price confirmed waiting for written quote
Authorities (fire, police, first aid etc)				
Organisation	Contact	Service	Contact details	Notes
Met Police	John Smith	On call	Email and mobile	Have briefed on event
Artists / Entertainment				

Organisation	Contact	Service	Contact details	Notes
ABC arts	John Smith	Walkabout entertainment	Email and mobile	Require payment on the day

2.5. Staffing

Over and above the key event management contacts you have documented under section 2.3 please list here the other staff that will be required to deliver your event.

It is important that you think carefully about your event and the level of staffing that will be required. It is easy to underestimate how many staff will be required to plan and successfully run your event. Following an event design process and completing a risk assessment will help to ensure that you allocate adequate staff to the event, thus ensuring it is effectively managed and is safe for the public and your staff.

2.6. Organisational matrix

Create a simple organisational matrix below.

For smaller and community based events an organisational matrix should still be developed. It helps everyone understand the management structure and who is responsible for what. It is also an essential element in your emergency response planning. If an incident occurs it is crucial that your staff, the public or emergency services know the chain of command. The below example is a very simple structure, you should highlight the levels of command and the protocols for communication up and down the hierarchy.

Police / Emergency services				
		Event manager		
Security manager	Safety manager	Production manager	Artist manager	Volunteer manager
Security staff		Production staff	Stage manager	Volunteers
Stewards		Crew	Stage crew	

2.7. Programme & production schedule

Please populate the below production schedules.

It's important that you produce and document an event day programme; this not only helps your event management on the day but also allows you to promote your programme to your audience prior and during the event.

A production schedule is also an essential element in successful event management, it ensures tasks are done on time and not forgotten, with so much to think about it is easy to forget things if you don't document each and every task. Regardless of the scale of the event you should document what needs to be done prior, during and after the event to ensure all

tasks are carried out in a timely manner. A simple production schedule that can be used is provided below with an example in each.

Production Schedule XXXXXX event – prior to event day							
Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete
20/06/2009	Pick-up event signage from sign writer	10am	12 noon	Van + Bill & Ben	Take cheque for payment	X Van booked	
Production Schedule XXXXXX event – event day							
Task	Start	Finish	Resources/ who	Notes	In Hand	Complete	
Stall holders arrive on site	7am	9am	Stalls coordinator - Sam	All vehicles off site by 9.30 and no further vehicle movements	X stalls coordinator briefed		
Production Schedule XXXXXX event – post event							
Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete
25/06/2009	Return generator	9am	10am	Van + Tom	Make sure cables go back	X	

2.8. Run sheet

You can use the below table as a template to develop a run sheet for your event.

A run sheet is a useful tool when your event has multiply activities occurring across the day at different locations within the event site. For example you may have a stage, arena area and walkabout entertainment. Therefore it's important you programme all the activities in a sensible and logical manner to make the event flow for your audience. For example you could programme an arena act to start shortly after a stage act has finished, this gives time for a stage changeover without a total absence of entertainment to keep your audience entertained. Run sheets can be as detailed as seconds for a stage production, however for smaller outdoor events increments of between 5 and 15 minutes usually works well. The LBH events team can provide further assistance in regards to run sheets if required. An example of a basic run sheet is provided below.

Please note that often a separate stage run sheet should be developed that is in minute increments, this helps to ensure a professional and seamless stage programme is presented.

	Stage and arena programme for XXXXX event
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Time	Stage programme	Arena programme	Face painter	Walkabout theatre	Bubble blower	Balloon modeller	other
12:00	Mayor opening		Face painter				
12:05							
12:10							
12:15	Changeover	Bike demo		Walkabout 1	Bubble blower		
12:20							
12:25							
12:30	Dance performance					Balloon modeller	
12:35							
12:40							
12:45							
12:50							
12:55							
13:00							

3. Health and safety

3.1. *Your responsibility for health and safety at your event*

The Health and Safety at Work Act 1974 <http://www.hse.gov.uk/legislation/hswa.htm> is the primary piece of legislation that covers health and safety at work. Even if you are a community organisation with no employees it is still your responsibility to ensure that your event and any contractors are operating legally and safely. To this, it is essential that you address the following headings to ensure that you have taken all steps that is reasonably practical to ensure your event is safe and complies with all health and safety law and guidelines.

3.2. *Risk assessments and management*

Please provide a copy of your completed risk assessment using the LBH Events Team template.

The risk assessment process is not an option when planning an event, it is an absolute necessity and no event will be granted permission in a Hackney Green Space until a suitable risk assessment has been completed. The LBH Events Team have developed a risk

assessment template; you should have received a copy of this once you gained Provisional Approval. Guidance notes are provided on this form that will lead you through the risk assessment process. It is important that a risk assessment is not just something you do because it is a legal requirement, it is the single most important tool to ensure you cover all health, safety and planning aspects of your event. A risk assessment is a 'fluid' document that should be developed early, constantly monitored, adjusted and shared widely with internal and external stakeholders.

The first step in the process is to develop a risk register, do this with your planning group and brainstorm every identifiable risk. Each identified risk will then be dealt with via the risk assessment template. You must include the fire risk within this assessment.

Please contact the LBH Events Team if you require more information on risk assessment and management. You can also refer to the HSE (Health and Safety Executive) 5 Steps to Successful Risk Assessment <http://www.hse.gov.uk/risk/fivesteps.htm>

3.3. Risk assessments – other contractors

Please list here all other contractors associated with your event that you will need to collect copies of their risk assessments.

Some examples could be a fun fair ride, face painter or walkabout performer. Remember that you as the event organiser hold ultimate responsibility for any element of the event you contract in.

3.4. Security

Most events, although not all, will require some professional security. The main purpose of security and stewarding is crowd control and it will be your risk assessment that will identify what your security requirements will be. When assessing the security needs of your event give consideration to the following; venue location, date, operating times, target demographic, planned attendance numbers, fenced or open site etc.

Document your security plan here.

Security at events must be SIA (Security Industry Authority) registered. More information is available at <http://www.sia.homeoffice.gov.uk/Pages/home.aspx>

More information on security at outdoor events is available in the HSE Event Safety Guide Chapter 6 Crowd Management – Page 51

3.5. Stewarding

In addition to your own organisations staffing requirements you will also need to consider stewarding requirements.

Document your stewarding plan here.

Some key points to consider when developing your plan are:

- Your risk assessment will help you identify your requirements
- Stewards require training and briefings to ensure they are fully aware of their duties and

responsibilities

- You must ensure that you develop a communications plan for all staff, including stewards as they need to understand how they can cascade information or report incidents during the event
- Give consideration to; venue location, date, operating times, target demographic, planned attendance numbers, fenced or open site etc

3.6. *Emergency procedures*

Please document here what emergency procedures you will have in place for your event.

Once again your risk assessment should help you document your procedures. Think about what you will do if a fire occurs, where on the site will you evacuate people? How will you communicate this instruction to your audience? Who will take responsibility for these decisions? What systems do you have in place to contact emergency services?

It is important that you document your procedures and communicate this with all your event staff, contractors and volunteers, as well as making the emergency services aware of your event. Emergency procedures will always include definitions, i.e. when does an incident become major and therefore the management of the incident is handed over to the police.

Further guidance can also be obtained from the [HSE Event Safety Guide page 31 Chapter 4 – Major Incident Planning](#)

3.7. *First aid / medical cover*

Please document here what first aid and or medical cover you will have at your event.

The HSE (Health and Safety Executive) Event Safety Guide provides a template that helps you establish your first aid, medical and ambulance requirements. Please refer to [page 130 of the Event Safety Guide](#) or contact the LBH Events Team to access these calculation tables.

3.8. *Electricity*

If you are including electrical supply as part of your event please document the details here.

Temporary electrical installations are subject to the same standards and regulations as permanent electrical installations and must comply with the general requirements of the Electricity at Work Regulations 1989. Any event that has electrical supply included must have a competent electrician sign-off the installation prior to the event starting. Further information on electrical installations for events in Hackney green spaces is available upon request or refer to the HSE website for detailed information on electrical safety

<http://www.hse.gov.uk/electricity/index.htm>

3.9. *Fire safety at your event*

You must address the area of fire safety for your event. As stated under 3.2 Risk Assessments and Management you need to include the risk of fire in your event risk assessment.

Please confirm here that you have addressed the fire risk in your event risk assessment. Also

document how you have addressed the key areas of the fire risk assessment process highlighted below:

- Identify the fire hazards, i.e. sources of ignition, fuel and oxygen
- Identify people at risk within and surrounding your site and those at highest risk
- Evaluate the risk of a fire occurring and evaluate the risk to people should a fire occur
- Remove or reduce fire hazards and remove or reduce the risks to people
- Consider the following: detection and warning, fire fighting, escape routes, signs and notices, lighting, maintenance
- Recording significant findings and action taken
- Prepare and emergency plan
- Inform and instruct relevant people, provide training
- Keep assessment under review and revise where necessary

Useful resources for fire safety planning include:

<http://www.communities.gov.uk/publications/fire/firesafetyassessment>

Fire Safety Risk Assessment – open air events and venues (downloadable from above website)

Guide to Fire Precautions in Existing Places of Entertainment and Like Premises – Home Office – Chapter 13 page 136 ‘Special Provisions for Temporary Structures and places of Entertainment which are under cover in otherwise open air situations’

3.10. Fun fairs and inflatable play equipment

If you plan to have bouncy castles, rides or a fun fair at your event you must carry out a number of checks and collect a range of documentation before the LBH Events Team will grant approval for these to be present at your event.

Please include here any inflatable play equipment you intend to have at your event.

Points you will need to address before approval is granted for any piece of inflatable play equipment are:

- Is the operator conforming to the PIPA Scheme?
- Have they carried out the daily checks on the equipment as required by EIS7
- When was the equipment last fully inspected?
- Will you get full instructions on its SAFE operation?
- Has the inflatable a PIPA tag?
- Do you have a copy of the current PIPA test certificate for this equipment
- If it is set it up with the blower unit at 1.2 metres distance will it still fit on my site?
- Is the equipment clearly marked as to its limitations of use (max. user height etc.)?
- Are you a member of a relevant association (AIMODS, NAIH or BIHA)?
(Check this against the relevant web site listing (See Participating Organisations))
- Do they have £5 million Public Liability Insurance?

Further guidance on the British Standards and law relating to inflatable play equipment is

available on the PIPA Inflatable Play Inspection Scheme website

<http://www.pipa.org.uk/index.asp>

Please include here any rides or fun fairs you intend to have at your event.

Points you will need to address before approval is granted for any ride or fun fair are:

- Any stand-alone ride or rides that are part of a fun fair must be part of the ADIPS (Amusement Device Inspection Procedures Scheme) scheme
- The operator must provide you with a copy of their In Service Annual Inspection papers and copy of these must be provided to the Events Team
- The operator must also confirm in writing that that adhere and operate under the HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice

Further information is available on the HSE website in regards to the ADIPS scheme at

<http://www.hse.gov.uk/pubns/etis8.htm>

The LBH Events Team are also able to provide a copy of the HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice document on request

3.11. Temporary demountable structures

The use of temporary demountable structures at events is an area that is broad and complex. For a small event it may simply be some market stalls and a marquee. Larger events and festival may include stages, grandstands, lighting towers, gantries, site offices etc. Depending on the scale and types of structure, different authorities will be required to be involved in the approval process. If structures are planned to be in place for extended periods of time then planning permissions may be required. Larger temporary constructions would require independent engineers to sign-off structures before they can be used. So you can see that this is an area that requires careful consideration by the local authority prior to approval.

Please provide a detailed list of all temporary structures you plan to bring onto your event site. Include what procedures you will follow to ensure all structures are supplied by a competent contractor.

Guidance on minimum requirements prior to the LBH Events Team granting approval for your event based on what temporary structures you intend to bring onto the site:

- All suppliers will need to supply you with a copy of their public liability and employee insurance certificates
- All suppliers will need to provide you with relevant risk assessments and method statements relating to the product they are supplying for your event
- Suppliers will provide a signed hand over inspection once the structure is completed to say that it is safe and ready for use
- You need to consider all other health and safety aspects relating to any temporary structure

More information can be found in the 'Temporary Demountable Structures – Guidance on Procurement, Design and Use' – The Events Team can provide a copy upon request

3.12. *Animals at Events*

You must obtain consent from the Council in writing before you may bring any animal's onsite for exhibition, performance or entertainment. The Authorised Officer may prohibit the use of any animal at the Event which they consider may pose a danger to the public.

Event Holders may use only the animals which are listed on the Event Application form and any updates to that list, which must be submitted to the Authorised Officer for approval at least 7 days before the animals are to be brought to the Site. Copies of all relevant licences / registration documentations for each animal must be provided with the application form.

The Hirer shall be responsible for the welfare of the animals, which are to be transported, housed, fed and displayed to the public in a manner suitable and appropriate to the animals' needs. The Hirer shall furthermore at all times abide by the obligations and the duty of care imposed on him by the Animal Welfare Act 2006.

Please provide a detailed list of all animals you plan to bring onto your event site. Include copies of all relevant licences / registration documentations for each animal.

➤ Please refer to the Terms and Conditions section 6.13 for the information regarding animals at events

4. Communications

The importance of communications when planning and delivering an event is paramount. You need to consider three main areas of communication when developing your event.

1. Communicating with your planning team pre event to ensure all people are aware of all what is being proposed. It is also essential that you communicate your event plans to the residents and businesses in the surrounding area, the earlier the better.
2. Communications on the day of the event, ensuring that there is a clear communications plan in place and that all stakeholders are familiar with the plan. You also need to make sure that you have the practical tools to make the communication plan work on the day, this could include radios, mobile phones, runners (staff to run errands and messages) and a public address system.
3. Audience communication needs to be considered to make the visitor experience enjoyable and seamless. Elements here could include flyers, site plans, signage, public address system, stage schedules, MC's and information points.

4.1. *Event communications – Surrounding residents*

Document here how you are going to communicate your event plans to surrounding residents and businesses

The LBH Events Team can provide some assistance on how best to communicate with these stakeholders

Please note that you can list your event on the LBH website under 'What's On'. Go to <http://www.hackney.gov.uk/servapps/WhatsOn/EventsList.aspx> and go to 'Post an Event'

4.2. *Event day communications - Audience*

Document here what plans you have in place for communication with your audience on the day, take note of point 3 above.

More information on event communication can be found in the HSE Event Safety Guide Chapter 5 Communication – page 42

4.3. *Event day communications – Internal*

Document here what plans you have in place for your event day communication for event staff and emergency services, both on site and off site.

Key points to consider when developing your plan are:

- Ensure that under 2.3 Key Event Management Contact you list phone contact details and radio channel details if radios are being used
- Ensure that via your organisation matrix (2.6) all people working on your event understand the chain of command and therefore who they will contact should they need to report an incident or cascade information
- Your communications plan needs to be developed taking into consider the organisational matrix and the emergency response plan

More information on event communication can be found in the HSE Event Safety Guide Chapter 5 Communication – page 42

5. **Lost children**

Please document here what your lost children's policy and procedures are.

You must ensure that you develop a lost children's policy and make all event staff and volunteers familiar with the procedures and policy. Some important points to consider when developing your policy are:

- Identify arrangements for the 'safe' care of children until such time that they can be reunited with their parent/s or guardian
- There should be a clearly advertised point for information on lost children
- Lost children should never be left in the care of a sole adult, always ensure that there are at least two adults that have the appropriate CRB (Criminal Records Bureau) checks in place. More information on CRB can be found <http://www.crb.homeoffice.gov.uk/>
- If a lost child is found and reported to one of the event staff a message should be communicated to all event staff as per the communication plan (radio, phone, in person to event control point) that a 'code word' at 'location'. Two staff should then remain with the child at this point for a period of 10 minutes to allow for a possible quick reunification.
- If after 10 minutes there has been no reunification then the child should be taken to the designated lost children's point by two members of staff. If possible this point should be adjacent to your event control point or the first aid/medical area.

- All incidents need be logged, ensuring all details are recorded.
- The CRB checked staff should try to ascertain a description of the child's guardian, their name, mobile number if known and a description.
- The child and the parent/s guardian should not be reunited until a match has been established. To this if a parent comes to the lost children's point claiming they have a lost child they must provide a signature and identification along with a description of their child, this could include age, clothing, hair colour, height etc.
- If there is any reluctance from the child to go with the adult then you should inform the police.
- Once a lost child incident has been resolved you must inform all staff that the 'code' has been resolved. Complete the report and log.

Further information on lost children and general welfare of children at events is available from the [HSE Event Safety Guide – Chapter 22 page 144](#). The LBH events team can forward this information upon request.

6. Licensing

6.1. Premises and TEN (Temporary Events Notice)

If your event is including any licensable activity please provide details [here](#).

Please refer to the [LBH Events Licence Guidance document](#) for details on:

- LBH parks, those that have overarching Premises Licenses in place.
- The 4 key licensing objectives
- Details of when a TEN (Temporary Events Notice) application is required and how to go about it.
- What activities are defined as licensable activities?
- Key license contacts within LBH.

6.2. PRS and PPL Licence

Live and recorded music at one-off events does require a licence, however the LBH events team are registered with both the PRS (Performing Rights Society) and the PPL (Phonographic Performance Limited). The fees that are payable for live or recorded music have now been incorporated into the 'Hire fees for a Hackney Green Space'

Please provide details on any recorded or live music you plan for your event.

7. Insurance

As stated in the Terms and Conditions for the Hire of Hackney Green Space all event organisers must hold public liability insurance to the value of £5 million. You must also ensure that any contractors that you are engaging also hold public liability insurance and any other appropriate insurance, i.e. product liability, employee insurance.

Please confirm that you hold public liability insurance to the minimum value of £5 million and

that a copy of the policy has been forwarded to the Events Team.

- You will also need to ensure that you hold copies of all contractors relevant insurance and that copies of such can be provided to the Events Team upon request

8. Provision of food

Document details here of any catering and or provision of food you plan to provide at your event. Please note that all details of any catering concessions should be listed under 2.4 Key Event Contacts – Other. The events team will check that the LBH Environmental Health Food Team has approved all your listed suppliers prior to Final Approval.

Anyone that is providing catering at your event must complete the LBH Environmental Health Catering Questionnaire and return to the appropriate officer no later than 2 weeks prior to the event date.

A guidance document titled 'A Guide Running Food Stalls at Shows and Festival in Hackney' accompanies the questionnaire.

9. Site considerations

9.1. Site Plan

Please include a copy of you site plan within this document or as separate attachment.

A site plan must be submitted for each and every event. As this template has been designed to assist smaller event organisers we do not expect you to supply a site plan of a standard that we would anticipate from a larger professional event organiser, however the more accurate and detailed the plan the better. It will help you execute the site build and production elements of your event.

Your site plan should include the following:

Placement of all temporary structures	All other site infrastructure
Any fencing or barriers	Generator or power sources
Power supply runs (cables)	Entry and exit points
Emergency exits and assembly points	First aid points
Information point	Lost children's point
Vehicle entry points	Any event décor, i.e. flags, banners etc

Be aware that you may want to create two versions of a site plan, one that you would use at the site on the day to provide event participants with information and another version that is purely for your management team. Accurate site plans are very helpful when you are doing the site build as you are able to clearly direct people when they arrive on-site to their correct position. Site plans are also a useful tool in the event design process as you can plan how people will enter the site, how people will interact with the site and how people will move about the site.

**Please note the LBH Events Team can supply PDF files of all the major parks. These can be imported into MS Word and then the Drawing Tools in Word used to plug-in the elements of your event. Our GIS team upon request can also supply CAD files if required. Google Maps is also a tool that can be used to develop a site plan.

9.2. Toilets

You are required to provide adequate toilets facilities for you event attendees, staff and contractors.

Please outline here your planned toilet provisions for your event based on your expected numbers and gender split.

The HSE guidelines for toilets numbers are provided below. More information on Sanitary Facilities at your event can be found in the [HSE Event Safety Guide – Chapter 14 page 88](#).

Be conscious that you will need to provide disabled facilities and separate sanitary facilities for caterers.

For events with a gate opening time of 6 hours or more		For events with a gate opening time of less than 6 hours duration	
Female	Male	Female	Male
1 toilet per 100 females	1 toilet per 500 males + 1 urinal per 150 males	1 toilet per 120 females	1 toilet per 600 males + 1 urinal per 175 males

9.3. Vehicles on site

Please outline here what you vehicle policy is for you event site.

Points to consider when developing your vehicles on site policy:

- As part of your emergency planning (and included on your site plan) you should have clearly marked emergency ingress and egress routes. Ideally this should be a sterile route however this may not always be possible and you therefore need a procedure in place for the safe ingress and egress of emergency vehicles.
- What vehicles will need to access the site for your event?
- What vehicles will need to remain onsite throughout your event and which will be off-site before the event opens?
- Are there any vehicles that will need to move on the site during your event? It is strongly recommended that you avoid the need for this, however if it is needed you should have a rigid procedure in place and ensure that all people involved in your event are fully briefed on the protocol.

9.4. Traffic, transport and parking

Many smaller community events will have limited impact on traffic and parking, however it is still important that you give this consideration when planning your event. Larger events can have significant impacts on local traffic and transport and will require extensive risk assessments and detailed plans dealing specifically with traffic and transport. It is important

that through your risk assessment you consider traffic, transport and parking no matter what scale your event is.

Outline any traffic, transport or parking plans you have in place for your event.

Points to consider when developing your plans:

- How will your target audience travel to your event?
- Consider the various transport links around the event site, and how these can be promoted to your audience as a way to get to your event.
- Are you proposing any road closures? If so the Events Team can provide the correct contacts to apply for a road closure, be aware that road closures require a minimum of 6 weeks lead time and in all cases the more notice provided the better.
- **Parking suspensions can be applied for and the information and form can be found on the LBH website at <http://www.hackney.gov.uk/ek-suspensions-dispensations.htm>**

10. Environmental considerations

It has never been more important for event organisers to put in place plans to minimise their environmental impact. The LBH Events Team will not approve any event unless the following headings regarding the environment are addressed.

10.1. Recycling

It is essential that your event has a recycling plan in place and that it is carried out. For small community events this could be as simple as labelling some bins to encourage people to separate their waste into a range of categories and then making sure that these are taken to the council provided recycling bins located around the borough.

Larger events will need to demonstrate that they have a sound recycling strategy in place or are employing a professional recycling organisational to manage recycling on the day.

Document your recycling plans for your event here

Points for consideration:

- Make sure your concessions and food suppliers have appropriate policies and procedures in place in regards to providing biodegradable containers and systems for the disposal of dirty water, cooking oil etc
- Think through how you will encourage people to place the appropriate waste into the correct receptacle. Contaminated recyclable materials could mean that the materials need to be sent to landfill
- How will you keep the site clear of waste? Will this be the remit of stewards or volunteers?

Further advice can be sought from the LBH recycling team on 020 8356 6688

10.2. Noise

All green spaces in the London Borough of Hackney have residential areas in close proximity and it is therefore essential that the Events Team and the LBH Noise Service are fully aware of any event elements that may cause noise issues. The most obvious elements that have the potential to cause noise pollutions issues are live music stages, fun fairs and public address

systems. It is therefore essential that you contact the noise service on 020 8356 4455 to discuss your plans and get agreement on noise levels at identified sites surrounding your event. No event that has the potential to cause noise nuisance will be granted approval until confirmation has been received from the Noise Service that they are happy with your plans.

Please document what elements of your event have the potential to cause noise nuisance and what plans you have in place to mitigate this.

Points to consider:

- Selection of location for your event
- Larger events that have a music stage will always have to employ a professional sound engineer and they must liaise with the LBH Noise Service to establish agreed sound levels
- Residents should be provided with a event day contact from your organisation that can be contacted on the day should they wish to raise a noise complaint

10.3. Surface protection and trees

If your event requires a large amount of equipment to come onto the site you may need to consider installing track way to protect the ground. The Terms and Conditions outline your obligations in relation to the sighting of equipment around the base of trees. Tree root compaction is a big issue and can cause the premature death of trees due to compaction of soil around roots, restricting their ability to absorb oxygen from the soil.

Please document here your plans for minimising damage to the parks ground and trees.

- Please refer to the Terms and Conditions section 6.3 for the information regarding sighting of equipment around trees