**Event Management Plan**

|  |  |
| --- | --- |
| **Event Name** |  |
| **Event Date** |  |
| **Event Times** |  |
| **Event Location** |  |
| **Event Organiser** |  |
| **Organisation** |  |
| **Telephone number** |  |
| **Email address** |  |

**GUIDANCE NOTES ON COMPLETING THIS PLAN TEMPLATE**

*This is an example template for your Event Management Plan. You may wish to change the format, layout, order, titles etc. but the content should remain the same. Some sections may not be applicable to your event and can be removed.*

*The text in italics is for guidance only and should be deleted once the plan is ready for circulation.*

**SECTION 1 – PLANNING, EVENT MANAGEMENT AND RISK ASSESSMENTS**

**Event Location**

*Provide address including postcode of event location.*

**Describe the event, activities, programme and timings**.

*Add a brief description of your event - consider stage, performers, special effects, stalls, fair rides, attractions, displays, artists, fireworks pyrotechnics etc*.

**Audience and Attendance**

*Provide details of the audience profile, attendance numbers and admission restrictions.*

* *Eg A Family audience of 300 people. Ticket Only.*

**Access, circulation and egress arrangements**

*Think about how people get in and out. Will it affect roads and footways? Do they have free movement once they are in the event area. What will you do to prevent crowding issues*

**Event Infrastructure and contractors**

*List and describe key event infrastructure and contractors – eg stage, fair rides, marquees, gazebos,*

**Roles, responsibilities, command structure, contact details and competency**

*List key roles, responsibilities, command structure, contact details of those involved with the event management including key contractors or partners. You may wish to include these details as an appendix to this document. A simple tree structure might also help you listing who has overall control as Event manager and then roles beneath that. This could include a security and steward manager, medical company, a stage manager, parking manager, stalls manager or similar.*

**Security arrangements, marshals or stewards**

*Provide details of the security arrangements, marshal or stewards together with the names and roles of providers.*

*Consider*

* *Skill mix, competencies and numbers required for your event*
* *Start and finish times of cover*
* *Security managers name and contact details*

**Police**

*Details of how the Police have been informed and consulted. This is required for larger events, but may not be necessary for smaller events attracting less than a few hundred people*

**Event Licensing and insurance**

*Provide details of event licences and insurance. This could be a bar licence, a licence to make street collections or you may not have any licences required. You should always include your public liability insurance though*

**External consultation and communication**

*Provide details of who has been consulted with and how. Include emergency services, local authority (County and District) and other interested parties such as the local community. For smaller events you may not need to contact emergency services to make them aware of your event. You should however consider how you engage with the local community, particularly if the event is likely to affect, road access, parking or create busyness in the area or noise.*

**Event Risk Assessments**

*Provide risk assessments for the event including the following:*

* *Build Up*
* *Live Event*
* *Breakdown*

*These may be included as an appendix to this plan.*

**SECTION 2 – VENUE AND SITE DESIGN**

**Site map and layout plan. Consider venue and site suitability including but not limited to:**

* *Pre event site surveys*
* *Underground services*
* *Overhead hazards*
* *Roads and bridges*
* *Local amenities*
* *Ground conditions*
* *Topography of the site*
* *Distance between structures*
* *Car Parks and vehicle areas and access*
* *Toilets, drainage and waste management*
* *Barriers and fence requirements*
* *Queuing systems*
* *Signage and information*
* *Camping and caravanning*
* *Animals including restrictions and waste*
* *Existing structures and features of the site*
* *Lighting*
* *Water Hazards*
* *Communications including any limitations such as mobile phone signal strength*
* *Adverse weather impacts*

*The site map may be included as an appendix to this plan. Use the space below to describe the site or particulars which may affect the event.*

**SECTION 3 – CONTINGENCY AND EMERGENCY ARRANGEMENTS**

**Emergency arrangements**

*Include details of decision making and actions for:*

* *Show stop*
* *Event recovery*
* *Postponement*
* *Event cancellation*

**Evacuation and emergency planning considerations for major incidents**

*Include details of decision making and actions for:*

* *Alerting and mobilisation of resources*
* *Summoning and assisting emergency services*
* *Rendezvous points for emergency services*
* *Containment of situation (if safe) and initial response*
* *Movement of people away from immediate danger*
* *Treatment of casualties*
* *Arrangements for the displaced/non-injured*
* *Ongoing liaison with emergency services and other authorities and interested parties*

**Emergency Procedures**

*Include details of:*

* *Plans, instructions and briefing arrangements*
* *Escalation pathways*
* *Evacuation*
* *Escape routes and assembly points*

*These procedures may be included as an appendix to this plan.*

**SECTION 4 – MEDICAL PROVISIONS AND FIRST AID**

**Resources**

*Consider resources required for:*

* *Build up*
* *Live event*
* *Breakdown/load out*
* *Campsites*
* *Specific hazards*

**First aid and medical provisions**

*Include details of:*

* *Names and roles of providers*
* *First aid medical plan if applicable (this may be included as an appendix)*
* *Skill mix and competencies*
* *Start and finish times of cover*
* *Medical managers name and contact details*
* *Intended receiving hospitals and confirmation they have been consulted with*
* *First aid and medical facilities and location*
* *Access, egress and sterile routes*
* *Signage and information*

**Patient related information and records**

*Describe arrangement for:*

* *Confidentiality arrangements and responsibility for record keeping*
* *RIDDOR reporting details*
* *Medical log*
* *Accident and incident records*

**SECTION 5 – COMMUNICATIONS**

**Communication arrangements**

*Communication plan to consider type and methods of communication including:*

* *Build up and breakdown*
* *During event (with event staff, contractors and security non- emergency)*
* *During event with the public*
* *Emergency Communications with agencies and emergency services*
* *Communication with non-attendees and the media during an emergency*

**SECTION 6 – TRANSPORT AND TRAFFIC MANAGEMENT**

**Traffic management plans/arrangements, road closures, diversions and restrictions**

*To consider:*

* *Access*
* *Egress (how people will leave)*
* *Emergency access and egress*
* *Vehicle and pedestrian separation and protection*
* *Signage*
* *Parking*
* *Service vehicle arrangements*
* *Contractors and artists vehicles*
* *Park and ride facilities if applicable*
* *Public transport*

*These documents may be included as an appendix to this plan.*

**SECTION 7 – TEMPORARY DEMOUNTABLE STRUCTURES**

*For example marquees, tents, viewing facilities, temporary seating, grandstands, viewing platforms. Stages, video screens, sound, lighting and camera structure and installations.*

**Documentation**

*Provision of the following if applicable:*

* *Design concept and specifications*
* *Documentation and certification if applicable*
* *Construction drawings and calculations*
* *Erecting and dismantling plans*

*These documents may be included as an appendix to this plan.*

**Risk Assessment and safe installation and break down**

*Risk assessments and safe work method statements to consider:*

* *Transport*
* *Loading and unloading operations*
* *Lifting operations*
* *Manual handling*
* *Work at height*
* *Use of machinery and tools*
* *Slips and trips*
* *Electricity and fire*
* *Wind management*
* *Fire resistance*
* *Contractor competency*
* *Crew training and competency*
* *Structural completions certificates or sign off*
* *Emergency arrangements*
* *Limitations and restrictions*

*These documents may be included as an appendix to this plan.*

**Pre-event, during and post event safety checks.**

*Please provided details of what checks are being conducted, who by and when.*

**Management of Adverse weather**

*To include but not limited to:*

* *Wind*
* *Lightening*
* *Flood*
* *Snow and ice*

**SECTION 8 – FIRE**

**Fire Risk Assessment**

*Fire risk assessment for the event to cover:*

* *Sources of ignition*
* *Combustible materials*
* *Fire prevention arrangements*
* *Catering/stall/stage/entertainment fire risks*
* *Any fire risk activity eg pyrotechnics, stage SFX, fire performers, firepits*

*These documents may be included as an appendix to this plan.*

**Fire precautions and site rules**

* *Methods of raising the alarm in the event of fire*
* *Evacuation arrangements including:*
* *Escape routes (number and locations)*
* *Escape route capacity, exit width, travel distances and evacuation time*
* *Signage*
* *Lighting*
* *Firefighting equipment*

**SECTION 9 – POWER, ELECTRICITY AND LIGHTING**

**Management of installations**

*Details to be included on the site plan or a separate plan as an appendix if appropriate:*

* *Provision*
* *Location*
* *Installation*
* *Cabling and cable routes*
* *Existing underground cables and utilities*

*Think about how much power you are using. Are you using appropriate sources and provision. Is it equipped for outdoor use?*

*Consider car park, toilets, information points, access and egress routes, emergency routes, performance lighting, first aid and medical points*

*Provide details of:*

* *Access arrangements*
* *Refuelling*
* *Contractor competency*
* *Fault and breakdown*
* *Back up and contingency*
* *Test and inspection*
* *Pre use checks*

**Portable Equipment**

*Include details of rules and arrangements including*

* *PAT testing*
* *Inspections*
* *Limitations*

**SECTION 10 – CROWD MANAGEMENT**

**Crowd monitoring arrangements**

*Describe how crowd numbers will be monitored, measures, and managed*

**Crowd control arrangements**

*Describe arrangements for managing crowds including excessive crowds and pinch points and*

**SECTION 11 – WORKFORCE MANAGEMENT**

*Describe arrangement for the management of paid staff (event personnel, security, stewards or marshals), Volunteers and/or Contractors*

*Include:*

* *Competencies (training and qualifications)*
* *Roles and responsibilities*
* *Welfare provision*
* *Logistics*
* *Working patterns*
* *Communication arrangements*
* *PPE*
* *Facilities (power, office accommodation, toilets, refreshments, camping etc.)*
* *Transport and parking*

**SECTION 12 – AMUSEMENTS, FAIRGROUND RIDES, INFLATABLE DEVICES AND ENTERTAINMENT**

*Provide description and arrangements for safe management including: A fai5r ground or inflatable operator should be able to help with these.*

* *Build up and breakdown*
* *Owner and operator*
* *Competencies*
* *Statutory inspections and test – documents such as ADIPs and PIPA for fair rides and inflatables*
* *Pre use/event checks*
* *Insurance*
* *Breakdown, fault and accident reporting*
* *Refuelling arrangements*

**SECTION 13 – WASTE MANAGEMENT**

**General Waste**

*Provide details and arrangements for:*

* *Location of receptacles*
* *Number of receptacles*
* *Methods of collection*
* *Recycling*
* *Waste handling*
* *Removal of waste from site*
* *Litter picking*
* *Competency and licence of contractor*
* *Times of collection*

**Sanitation**

* *Toilet provision (location, numbers and types) – the Purple guide for events can help you calculate how many you may need.*
* *Wash facilities (location, numbers and types)*
* *Installation and maintenance*
* *Waste removal*

**SECTION 14 – NOISE**

**Noise Management restrictions**

*Provide details of how noise will be managed including any limitations or site rules impacting event noise*

**Noise monitoring and measuring**

*Describe how event noise will be monitored including noise generated by build-up and break down.*

**Noise complaints**

*Describe how noise complaints will be managed*

**SECTION 15 – CAMPSITES (if applicable)**

*Provide details of all event camping including traders and artists who are camping and the arrangements for:*

* *Campsite design including access and egress*
* *Site rules*
* *Site densities*
* *Segregation of vehicles*
* *Provision of information and supervision*
* *Arrangements for fire (refer to section 8)*
* *Emergency arrangements*
* *Sanitation provisions*
* *Crime prevention*
* *Site services (lost and found, medical provision, waste)*
* *Site lighting*
* *Noise management (refer to section 14)*

*Details of campsites and associated maps may be included as an appendix to this plan.*

**SECTION 16 – INFORMATION AND WELFARE**

*Consider the provision of advance event information for visitors and information before and during the event such as:*

* *Site plan, entertainment and facilities*
* *Welfare arrangements*
* *Crime prevention advice*
* *Suggestions for suitable clothing*
* *Food and shelter arrangements*
* *Personal security*
* *Essential health and safety measures*
* *Meeting points*
* *Pass out details*
* *Rules for alcohol and drugs*
* *Transportation and parking arrangements*
* *Site rules*
* *Details of how changes to the event will be relayed before and during the event*
* *Lost children or vulnerable adults*
* *Lost property*
* *Meeting points*
* *Emergency arrangements*
* *Information points*
* *Support for vulnerable or disabled visitors*

**SECTION 17 – FOOD AND DRINK PROVISIONS**

**Food and drink provision**

*Provide details of:*

* *Traders*
* *Food operator risk assessments and checks*
* *Licensing and hygiene ratings*
* *Insurance*

*Documents may be included as an appendix to this plan.*

**Food hygiene and safety**

* *Food hygiene rating*
* *Inspections*
* *Health and safety and record keeping*
* *Structures and retail units*
* *Storage*
* *Food protection*
* *Food waste*
* *Gas safety arrangements including safe use, storage and locations*

**Water Provision**

*Include details of:*

* *Water supply*
* *Water harvesting*
* *Responsibility for checks*
* *Storage*
* *Location plan*
* *Prevention of contamination*
* *Contingency arrangements*

**SECTION 18 – ANIMAL WELFARE (if applicable)**

*Describe the arrangements for animal welfare if applicable to you event including:*

* *Site rules – eg no dogs left in cars, dogs on leads only*
* *Performing animal licence if you have petting animals or similar on site – eg small farm animals, zoo talks, horses etc*
* *How will you meet the RSPCA’s five freedoms?*
* *Limitations and restrictions*
* *Emergency arrangements*
* *Veterinary provision*
* *Incident reporting*