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| **Event Management Plan** | A blue and white logo  Description automatically generated |

As an Event Organiser you are responsible for:

* Informing your local authority of the event
* Seeking permission of the relevant landowner
* Submitting the relevant documentation to your local authority in a timely manner
* Ensuring the overall safety at the event as far as reasonably practicable
* Ensuring that health and safety arrangements are in place to control risks.
* Ensuring the competence of staff at the event to undertake their roles safely.
* Checking all insurance documents, risk assessments and methods of work for contractors, stall holders, caterers etc (these documents may also be requested by your local authority)
* The Health, Safety and Welfare of all members of staff, contractors and members of the public attending the event.
* Informing the Performing Rights Society if you have live music at your event.

**Disclaimer:** This template is a guide only. It does not necessarily include all the information that may be relevant to the event. The local authority is not responsible for any lack of information not submitted with this application.

**Privacy Statement**

Your personal information is required for administrationpurposes. Your local authority is committed to protecting your privacy and fulfilling its obligations under UK data protection laws. The Local Authority may use this data in order to inform you of its activities and/or improve its services in relation to the subject matter only, but will not sell, rent, distribute or otherwise make your data commercially available to any third party, unless it is required to by a court order or to comply with other legal requirements.

**What happens to my event information?**

The event notification form, event management plan, site plan, risk assessment and public liability certificate will be sent to the Events Safety Advisory Group for review. The Events Safety Advisory Group consists of representatives from various departments at your local authority, Kent Fire and Rescue, KCC Highways, Kent Police and other emergency services. Your information will not be passed on to any other party without your prior consent.

| **Contents** |
| --- |
| **1. Event Overview** |
| **2. Site Management** |
| **3. Incident Management** |
| **4. Traffic Management Plan** |

*Please type your answers into the white boxes*

**Event Organiser Details**

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| **Event Organiser Name** |  |
| **Organisation** |  |
| **Contact Telephone Number** |  |
| **Email Address** |  |
| **Name of Event** |  |
| **Location of Event** |  |
| **Date of Event** |  |
| **Contact Telephone Number on day of the event** **(if different to above)** |  |

1. **Event Overview**

**1.1a Description of the event**

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**1.1b Event Start and Finish**

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| **Event start time** |  |
| **Event end time** |  |

**1.2 Event Itinerary**

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| Timings of the event including set up and break down timings |
| **Date / Time** | **Action** |
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**1.3 Programme of Events**

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| Programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances) |
| **Time** | **Activity** |
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**1.4 Roles and Responsibilities on Event Day (s)**

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| Brief description of the roles of event staff and their main responsibilities.There may be other roles that are not listed here that are applicable to the event. Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section |
| **Role** | **Responsibilities** |
| Event Organiser  |  |
| Event Manager |  |
| Site Manager |  |
| Health & Safety Officer |  |
| Arena/stage Manager |  |
| Steward Coordinator  |  |
| Press and PR coordinator |  |
| Other |  |

**1.5 Crowd Management**

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| Details on how the crowd will be managed at the event.Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section |
| **1.5a Is the event ticketed? If yes, what arrangements are in place for this?** |
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| **1.5b How will capacity be managed at the event?** |
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| **1.5c How will access and egress of the crowd be managed?** |
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**1.6 Advertising**

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| **1.6a How and where will the event be advertised?** |
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| **1.6b Will the media be in attendance and if so how will they be handled?** |
|  |
| **1.6c May the details supplied here be given to interested parties?**  |
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**2. Site Management**

**2.1 Contractor Management**

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| Details of any contractors that will be involved with the event. Ensure that you check any safety documentation of contractors that are hired |
| **Company** | **What are they providing/doing?** |
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**2.2 Traders**

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| **2.2a Details of any traders/commercial traders and charity stalls** that will be at the event, please ensure that you check any safety documentation of traders |
| **Name of Organisation**  | **Concession Type** |
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| **2.2b Sale of Alcohol** If you are selling alcohol at the event, how is this being managed? Please note a temporary events notice will be required. |
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| **2.2c Catering Requirements (Food, drink, water)**For **each** catering supplier/food stall that is attending the event, please provide the following information: |
| Name of Business  |  |
| Address of Business  |  |
| Contact Telephone number  |  |
| Name of local authority that they are registered with  |  |
| National food hygiene rating (If available) |  |
|  |
| Name of Business  |  |
| Address of Business  |  |
| Contact Telephone number  |  |
| Name of local authority that they are registered with  |  |
| National food hygiene rating (If available) |  |
|  |

**2.3 Fencing and/or barriers**

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| Fencing and/or barriers at the event including the type and their locationPlease ensure that you check any safety documentation of contractors that are hired. |
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**2.4 Electricity, Water, Gas Supply and Generators**

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| **2.4a Electricity, water, gas supply.** Explain where these will be sourced and the processes in place to manage these. Please ensure that you check any safety documentation of contractors that are hired. |
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| **2.4b Generators at the event.** Explain where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids. Please ensure that you check any safety documentation of contractors that are hired. |
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**2.5 Temporary Structures**

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| Temporary structures at the event and location e.g. gazebos, marquees, stagingPlease ensure that you check any safety documentation of contractors that are hired. |
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**2.6 Fire Safety**

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| Aspects related to fire safety at the event.Please ensure that you check any safety documentation of contractors that are hired. |
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**2.7 Temporary Events Notice**

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| **IMPORTANT NOTE:****Licensable activities at the event such as the sale and supply of alcohol, the provision of late night refreshments to the public and regulated entertainment may require a temporary event notice (TEN). A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours.** **A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licences in place.** |

**2.8 Musical Entertainment**

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| Entertainment arranged for the event i.e. Live music with amplification and management of noise disturbance and potential complaints.**Important notes:*** Live music you may require a Temporary Events Notice.
* It is **your** responsibility to inform the Performing Rights Society ([www.prsformusic.com](http://www.prsformusic.com)) if you are having live music at your event.
* Please ensure that you check any safety documentation of contractors that are hired.
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**2.9 Attractions**

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| Attractions at the event e.g. inflatable’s, funfair/children’s rides, fireworksFor these attractions make sure that you see a copy of the provider’s public liability insurance, risk assessment and method statement. The name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme) is required.Please ensure that you check any safety documentation of contractors that are hired. |
| **Name, address, and telephone number of organisation**  | **Attraction and ADIPS number if applicable**  |
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**2.10 Medical and First Aid Cover**

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| Medical provider and resources at the event including their location (*e.g. number of first aiders, doctors, ambulances etc.)* |
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**2.11 Public Health and Welfare**

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| **2.11a Toilet Facilities**Sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance. *(Please bear in mind the opening times of public facilities. There may be a charge if toilets are required outside normal opening times (check with your local authority). If inadequate provisions are available this can lead to a risk of a disruption to public order and safety)* |
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| **2.11b Waste Disposal**Arrangements for waste disposal, rubbish bins and litter collection at the event.*(As you the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor. The local authority is NOT responsible for arranging waste disposal at your event.* ) |
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| **2.11c Noise Management** Arrangements made for minimising noise disruption at the event, particularly if you are having live, amplified music.  |
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**2.12 Event Accessibility**

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| *e.g. Accessible toilets provided, Accessible parking, Ramped access* |
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**2.13 Steward and Marshal Management**

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| **2.13a Roles and responsibilities of stewards** |
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| **2.13b Position of stewards and reason** |
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| **2.13c Details of steward provider**, *e.g. Security Industry Authority (SIA) qualified security staff, voluntary**(Names not required)* |
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| **2.13d Steward visual identification** e.g. *Hi Vis, uniform, armbands*  |
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| **2.13e Steward Training**  |
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| **2.13f Steward briefing***(Include a copy of the information that will be given to Stewards briefing document)* |
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| **2.13g Communication between event team and stewards**  |
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**3. Incident Management**

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| **IMPORTANT NOTE:** **Do not assume that the emergency services will attend the event other than in an emergency. The event must be managed without the support of the emergency services, even if they have agreed to attend as they may be called away to an emergency elsewhere. Do not refer to Kent Police throughout this document. They cannot provide support to any element of the event other than in an emergency and even in this instance their first port of call would be your contingency plans.**  |

**3.1 Lost or found child or vulnerable person.**

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| **3.1a Procedure** |
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| **3.1b Designated person in charge** |
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| **3.1c Rendezvous point** |
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| **3.1d Announcements to be made**  |
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**3.2 Incident Reporting and Investigation**

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| System in place for reporting and recording accidents and incidents at the event  |

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**3.3 Communication with the Public**

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| Communication with members of the public in the case of an emergency. *(It is advisable to have emergency messages scripted before the event for use on the day)*  |
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**3.4 Emergency Plans**

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| **IMPORTANT NOTE:****It is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to Kent Police. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.** **It is important that you set out your procedures carefully and brief all event staff, contractors and volunteers so that they are clear and widely understood.** **In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.**  |

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| **3.4h Evacuation procedure** *(What steps would you take)* |
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| **3.4i Communication of evacuation procedure to the public** |
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| **3.4j Emergency signage to be used** *(e.g. emergency exit signs)* |
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**4. Traffic Management**

**4.1 Traffic Management**

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| **4.1a Is the event taking place on or off the Highway?** |
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| **4.1b The best route for traffic to take in order to get to the event.** *(Please state how will this be communicated)* |
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| **4.1c What is the best and safest route for traffic to exit the event?** *(Please state how this will be communicated)* |
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| **4.1d In the interest of pedestrian safety, how will pedestrians interact with vehicle movement** (*Please include information about how they will cross open roads safely)* |
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| **4.1e Have you liaised with and informed local residents and businesses about the impact to local roads.** *(Please state)* |
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| **4.1f Can people enter the event without causing an obstruction on the road?** |
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| **4.1g Have you considered the impact that the event will have on public transport?** (*Have you informed your local bus/rail/taxi company)* |
|  |
| **4.1h Are you requesting any parking suspensions as part of the event?****If yes, please complete the information below.** *(If you do not include ALL of this information your request cannot be considered)*  |
| Location (street name/car park)  |  |
| Number of spaces  |  |
| Intended use for the parking spaces |  |
| Start time of suspension |  |
| End time of suspension |  |
| **If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.**  |
|  |
| **4.1i If you are providing off-road parking, please complete the information below:** *(Please note: any parking areas must be stewarded at all times. You may be asked to provide a parking plan)* |
| Location |  |
| Number of spaces |  |
| How will the area be managed?  |  |
| **If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.** |
|  |

**4.2 Road Closures**

If your road closure request is granted under the Town Police Clause Act, your local authority will produce the road closure order once it has been approved by KCC Highways. This may involve a charge. Speak to your local authority for more information.

If made under the provisions of the Road Traffic Regulation Act 1984 the road closure notices will be produced by KCC Highways. This will involve a charge.

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| **IMPORTANT NOTE:****Before a road closure can be considered the following documents MUST be submitted to your local authority along with this plan and approved by KCC Highways Authority:** * **A copy of valid Public Liability Insurance (£5 million minimum)**
* **Health and Safety Risk Assessments**
* **Signage Schedule (Map and indication of where signs will go)**
* **Plan of diversion route (if applicable)**

**Please note KCC Highways and Medway integrated Transport team require 12 weeks’ notice of any road closures for coordination purposes.**  |

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| **4.2a Are you applying for a road closure as part of your event?** |
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| **4.2b Please list ALL roads that you wish to close for your event below:** |
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| **4.2c What is the duration of the closure? Please be realistic with timings.**  |
|  |
| **4.2d Is it necessary to have a diversion route? If yes, please provide details of the route here.**  *A diversion plan will need to be submitted to your local authority.* |
|  |
| **4.2e Who is providing your signage for the road closure?** **If you are using a signage contractor, please provide their details here.***Please ensure you check their public liability insurance. A copy of the signage schedule produced by the contractor must be provided to the local authority.***If you are providing signage yourself, please provide a signage schedule and a Health and Safety risk assessment for working on the highway.** |
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**Appendices**

**i. Site Map**

Please provide a site map of the event site

**ii. Risk Assessment**

Please complete an event specific risk assessment including a fire risk assessment

**iii. Public Liability Insurance**

Please provide a copy of your public liability insurance certificate (for a minimum of £5 million)

**iiii. Road Closure Documents (if applicable)**

* A copy of valid Public Liability Insurance (£5 million minimum)
* Health and Safety Risk Assessments including reference to risks on the Highway
* Signage Schedule (Map and indication of where signs will go)
* Plan of diversion route (if applicable