EVENT MANAGEMENT PLAN

Event Management Plan

Event Name

Event Date and Times

Owned by:

Version:

Date Submitted:

Review Date:

Contents

1 Event Overview

Event description *Include a brief description of what your event is. Think of it as how you would describe your event to someone who has never been to your event.*

Location *Describe the detailed location, including the local authority area in which the event will be located, closest major road(s).*

Describe the site and some of the surrounding area *Describe the detailed location, including the local authority area in which the event will be located, closest major road(s).*

Dates and duration *Include details of the build up and break down schedule of the event (preparatory/close down activities), as well as the event itself. If specific happenings are likely to attract a larger number of people, include information in this section.*

Entrance/exit points *Enter details of how the public enter or exit the site. If your event has complex entrance/exit arrangements e.g. separate entrances for ticket or cash sales, pre-sold entrance points or is an enclosed area please add more detail to this section. HINT: maps or diagrams may help make things clear.*

Attendance *Include your expected attendance figures. For an all day/multiple day event this should include maximum expected/allowed attendance and the maximum at any one time.*

For any buildings to be occupied for the event you should consider any existing occupancy levels and maximum occupancy based on existing exit space, evacuation rates and appropriate evacuation routes.

Audience profile *Note that your audience profile will help you when planning for risks and ensures that you put in place control measures and facilities appropriate to the event. For example – if organising a tea dance, it is not likely that you would need to provide baby changing facilities, but should ensure that there are plenty of rest areas available.*

Previous history, entertainment type and ticket sales will all help to indicate the audience profile.

Temporary structures *Please detail any temporary structures that will be used at the event e.g. grandstands, stages and marquees.You should provide details of how the safety of such structures is ensured through their appropriate design/materials, correct siting/positioning and procedures for their safe erection/dismantling.*

Details of competent persons/contractors to be used and their associated risk assessments should be included in the appendix.

The event organisers *Please detail who the event organisers are. You should also detail any relevant qualifications or experience.*

Tree of responsibility *Give a brief overview of the chain of responsibility for the main roles within the event. Identify who is responsible for what and give further details in the 'Roles and Responsibilities' section below.*

Give details of the main roles	Brief explanation of the responsibilities

Contacts *Provide a full list of contacts with contact numbers in the appendix so the user this plan needs to get in touch with anyone involved in your event, they will look here. Ideally you should provide an e-mail address, landline and mobile number for each person.*

Catering and hospitality *Detail the business and contact details of any contractors/food businesses providing catering for your event. If applicable, describe the catering facilities you are offering and where they are located on your site map.*

You should advise Environmental Health department of contractors to be used as soon as they are confirmed.

Welfare provision *Provide details of your welfare arrangements including providers/contractors, numbers of facilities and arrangements for monitoring, cleaning and replacing those facilities as required. Facilities may include:*

• Toilet facilities

• Changing facilities

• Shower rooms

• Drinking water provision

Litter/cleansing services/grounds maintenance *Detail the business and contact details of Consideration needs to be given to the cleansing requirements before, during and after the event.*

Provide details of any contractors/local voluntary groups involved with a description of the arrangements in place.

Entertainment *Various types of entertainment may take place at an event. Please detail here the types of entertainment which are planned for your event, including the times and locations.*

Licensing *Some events will require either a premises licence or temporary event notice due to having licensable activities – sale of alcohol, late night refreshments or regulated entertainment (entertainment provided to an audience for the purposes of entertaining them e.g. play, sporting event, live/recorded music etc). Contact licensing well in advance of the event for further advice.*

Detail any license details here.

Noise management *You will need to consider any amplified sound and how it is managed to ensure safety and potential nuisance issues are addressed including type of noise, volume levels, monitoring arrangements etc.You should contact Environmental Health to inform them of anticipated noise levels and for any further advice/guidance.*

Enter your arrangements for noise management here.

CCTV *You should enter details of any CCTV availability for the event. This should include details of the provider, who is responsible for operating the CCTV and the level and quality of coverage. There may be Data Protection requirements if CCTV is in use, e.g. the provision of warning notices.*

2 Crowd management

Security/stewarding arrangements *Provide details of any security/stewards including:*

• *Details of provider/company/volunteers*

• *Numbers to be provided (including different levels of provision at different times during the event, if appropriate)*

• *Method they can be identified*

• *Duties e.g. searching at entrances, badge checking, rapid response, crowd monitoring, emergency evacuation, control and direct the public as required, monitoring fire equipment etc.*

• *Communication methods*

• *Reference to the nature and format of pre-event briefings e.g. how all stewards are made aware of emergency arrangements and the arrangements for their own health and safety.*

Barriers *Provide details of where barriers are to be used including:*

• *Type of barriers to be used*

• *Company supplying and installing them*

• *Number to be used.*

It may be useful to details where barriers are to be used on a site plan.

Management of attendee numbers *Provide details here of how the number of attendees at the event are to be monitored and controlled e.g.*

• *Ticketed event*

• *Monitored entrances and exits*

3 Communications

PA System *Detail any PA systems in use at your event. If the entire site is not covered, please detail which parts are not covered and how these areas can be communicated with.*

Radio *Use of radios should be considered and details of their use recorded in this plan (for example – who has them and what channel they are being allocated).*

Loud hailers *Detail here where loud hailers can be located if in use at the event, and list those trained and confident in use.*

Telephone *This section should contain details of any landlines, or any known difficulties with mobile phone networks in the area of the event. It should also detail other alternative communication methods in the event of problems with telephone communication.*

Signage and public information *Provide details of any signage or public information facilities being used to direct persons round the site, provide important information e.g. welfare facilities, first aid points, lost children etc and restrict the public from certain areas if required.*

Media handling *Where the event may attract media attention, senior members of the team should be ready and prepared to give statements about the event. Details of persons responsible and statements to be given should be detailed here.*

4 Traffic management

The traffic management of an event is the responsibility of the event organiser. You should liaise with the Highways department, the local Police and any stewarding company involved in managing the road, to write a traffic management and parking plan for the event which aims to promote safe attendance at the event and minimises disruption to the community.

You should enter details of any Special Event Temporary Traffic Regulation Orders and Signage plans requiring approval by the Highways department.

You should also supply details of any arrangements in place with local public transport companies providing transport to and from the event.

You should also consider any implications for persons attempting to arrive at the venue on foot.

5 Medical and first aid cover

Details of the First Aid and medical cover for your event should be detailed in this section.There are minimum requirements which must be met please see our Outdoor event Guide in Bristol.
You should identify where each medical facility/first aid point is located on your site and you may wish to identify this on your site plan.

6 Fire risk assessment

A fire risk assessment must be carried out for all locations and details of any risks identified and the way that they are to be managed should be written.

You can outline the approach to the risk assessment here and main issues identified. The full risk assessment could be attached in the appendix.

Fire extinguishers *Provide details here of the type, number and location of fire extinguishers to be provided at the event.*

Pyrotechnics and special effects *Provide details of any pyrotechnics and special effects that you will have at your event. These should be carried out a registered company who can provide adequate risk assessments that you can incorporate into your arrangements to ensure they are set off safely.*

7 Police

This paragraph should include details of any agreed Police involvement in the event including:

• traffic management of the event

• police presence on site during the event

• general notification to the local police force of the event and potential impact.

8 Risk management

Indicate where risk assessments from both yourself and any contractors can be found and any significant issues arising.

Further guidance on completing risk assessments can be found at: www.hse.gov.uk/risk/index.htm

Incident recording *The Event Control should maintain a record of everything that occurs throughout the event. You should detail your arrangements for recording and keeping records of such information for events. See also the RIDDOR guidance below.*

RIDDOR *The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) require certain incidents to be reported to the Local authority Health and Safety/HSE by law. RIDDOR information should be included in your incident log.*

A summary of injuries and occurrences which must be reported include:

For IMMEDIATE reporting
• *Death (also to Police)*
• *Major Injury –*
• *Amputation,*
• *Fracture (except fingers and toes)*
• *Loss of sight (even temporarily)*
• *Penetrating eye injury*
• *Injury from electric shock*
• *Loss of consciousness*
• *Acute illness*
• *Non consensual violence (i.e. not a boxing match)*
• *Injury to non employee requiring hospitalisation*
• *Dangerous occurrences (major power failure, structural collapse etc)*

For reporting within 15 days of occurrence
• *Death of employee within 1 year of accident*
• *Hospitalisation of employee for more than 24 hours*
• *Absence from work for more than 7 days (employee or visitor)*
• *Incidence of a reportable disease (e.g. industrial diseases; dermatitis, asbestosis etc)*

Reports must be made by a 'responsible person' (this should be the Safety Officer) and by the 'quickest practical means' (phone or fill in online form). See incident reporting folder for further information. The Operations Manager may also submit a RIDDOR.

You must use Form 2508 to report the incident (2508a for diseases).

This must be sent within 15 days even if you have already reported by phone etc.

Reports can be made at the HSE website:
www.hse.gov.uk/riddor/report.htm

N.B. *A '7 day' should be calculated as follows:*
• *Not the day of accident*
• *Includes weekend and bank holiday*
• *On the 8th day, if still absent, report on.*

N.B. *Need mode of notification from First Aid provider to report under RIDDOR.*

Health and safety enforcing authority *You should enter details of the enforcing authority (EA) for your event here should you wish to contact them to advise further of an incident.*

Council managed events are enforced by the HSE.

Commercial events will be enforced by the local authority Environmental Health Service.

Insurance *Provide details of your insurers and the level of cover provided for the event.*
HINT: *you may wish to append copy of the relevant certificates of insurance to your plan.*

Weather *Identify who is responsible for monitoring weather forecasts in advance and during the event, who this information will be passed to and where the information will be obtained. You should record what the general arrangements will be in event of bad weather (e.g. cancellation criteria).*

9 Incident management

Extreme weather *Extreme weather may cause other specific actions to be taken to prevent injury or damage. Please detail here if there are any issues regarding this event and what the arrangements are to ensure that appropriate action is taken to respond to extremes of weather.*

Emergency vehicle access *Detail any dedicated emergency vehicle access routes and rendezvous points or any public routes or locations that may be used for emergency vehicles.*

You can refer to these on the site map.

Event evacuation plan *Detail here emergency evacuation details for visitors as well as the event team and contractors, including car parks.*

You can refer to these on the site map and provide further details in the appendix.

Hand-over procedures *Details here your arrangements/procedures for the hand-over of control of aspects of your event to relevant agencies in the event of an emergency.*

10 lost children/vulnerable persons

Detail here the arrangements for safeguarding and reuniting lost children or other vulnerable persons with carers, parents or guardians. You can identify any lost child/rendezvous point on the site map

11 Debrief and event review arrangements

Detail here the arrangements you will have in place to debrief all parties involved in the event and review issues that took place including:

• Particular arrangements that worked well to ensure public safety

• Any identified weaknesses in the arrangements that require improvement

• A review of any incidents and remedial action required

Event Assesment Form for SAG's

Name of event:

Date of event:

Attendance (on site at any one time):

Medical provider:

Medical provider contact details:

Contact details for event day (i.e. medical manager, event control):

Do you have an off site transfer capability:

If not, how do you plan on transporting patients to hospital:

Medical provision on site:

Number of doctors:

Number of nurses:

Number of HCPC registered paramedics:

Number of technicians:

Number of emergency care assistants:

Numberof first aiders:

Number of onsite ambulances:

Number of ambulances able to transport offsite:

Any other medical provision (please state):

Patient statistics for previous years (if applicable):

Are there processes in place for allowing ambulances through road closures/onto event site in response to a 999 call:

Completed by   **Date:**

Appendix

Enter here details of additional site plans, risk assessments and associated event documents to compliment to event plan.