Runnymede Borough Council

Guidance for Creating an Event Management Plan for an Event

Date November 2023

Contents

Introduction

All events are unique, having their own particular requirements to meet local situations and circumstances. These need to be carefully assessed by organisers and taken account of during the event planning process. The links in the final section (which are by no means exhaustive) aim to help event organisers so that their events run safely.

Event organisers need to familiarise themselves with any legal duties they may have, as events, whilst being hugely beneficial, can carry risks if not correctly managed. Even if you are a community organisation with no employees, you still have a responsibility under the [Health and Safety at Work Act 1974](#) to ensure that your event and any contractors are operating legally and safely.

The final responsibility for all matters regarding the safety of an event and the implementation of necessary control measures rests with event organisers.

Guidance on documenting your Event Management Plan

Please note that this document is a guide only, however it might be useful for to help event organisers develop a detailed and bespoke Event Management Plan for your event, and document it.

A separate template has been created to assist event organisers who do not already have a template to use. However, you do not have to use it and you are welcome to record your event management plan in a different format that suits you and your event.

This is a generic document and depending on the size and nature of your event, some sections may not be applicable to your event. You need to decide which sections are relevant to your event. If you choose to use the Event Management Plan template, you may not need to fill out every section. If there are sections on the template that are not relevant to your event, you might decide to mark these sections as "non-applicable" or "N/A" rather than leaving them blank, in order to demonstrate that you have considered those issues.

It may be that there are additional topics that you need to include in your Event Management Plan.

Publicly available event safety information

Information to Aid Event Organisers in the Planning and Safe Running of Events

All events are unique, having their own particular requirements to meet local situations and circumstances. These need to be carefully assessed by organisers and taken account of during the event planning process. The links below (which are by no means exhaustive) aim to help event organisers so that events they run can be done so safely. Event organisers need to familiarise themselves with any legal duties they may have, as events, whilst being hugely beneficial, can carry risks if not correctly managed.

The final responsibility for all matters regarding the safety of an event and the implementation of necessary control measures rests with event organisers.

Health and Safety Executive (HSE) website

The Health and Safety Executive (HSE) have useful guidance on their website, which is free to access:

- [Guidance on running events safely](#)
- [Information for event organisers](#)
- [Running an event safely](#)
- [Event Safety - Frequently asked questions](#)

The Purple Guide

The Event Industry have put together some very useful guidance which can be purchased for a small fee. It is called the Purple Guide to Health, Safety and Welfare at Outdoor Events and was put together in consultation with the Health & Safety Executive. As of April 2023, the subscription for [the Purple Guide](#) is £25 per year.

Events generally

From gov.uk - [Organising a voluntary event: a 'can do' guide - A guide for those looking to organise a voluntary or community event](#).

Fairgrounds and inflatables

- Bouncy castles and other play inflatables on the [HSE website](#)
- Inflatable information on the [PIPA website](#)   https://www.pipa.org.uk/
- Fairground rides information on the [ADIPs website](#)

Fire safety

- Fireworks and bonfire advice from [Surrey Fire and Rescue Service](#)
- [Fire safety legislation: Guidance for those with legal duties](#)
- [Fire safety risk assessment: open-air events and venues](#)
- [Fire safety risk assessment: small and medium places of assembly](#)
- [Fire safety risk assessment: large places of assembly](#)
- [Fire safety risk assessment - means of escape for disabled people](#)

Fireworks

- [Organising firework displays](#) from the HSE
- [Giving Your Own Firework Display – how to run and fire it safely](#) (also known as the Red Guide)
- [Working Together on Firework Displays – a guide to planning and safety at firework displays for organisers and professional operators](#) (also known as the Blue Guide)

Food Standards Agency

- [Food Hygiene for Your Business](#)
- [Providing Food at Community and Charity Events](#)

Counter terrorism and security

The proposed Protect Duty (also known as "Martyn's Law") has not yet been passed as legislation, but it is likely that new laws will create legal requirement for event organisers in relation to reducing the risk to the public from terrorism. Please see "[Martyn's Law: What You Need to Know](#)".

To help event organisers, the National Counter Terrorism Security Office have issued guidance on increasing the protection of crowded places from a terrorist attack, which is on the Protect UK website.

The Lincolnshire Event Safety Partnership has produced counter terror guidance for event organisers.

Section 1 - About the event

Include details such as:

- Location
- Start date and time
- End date and time
- Event description, activities, programme and timings/itinerary
  - including special effects, attractions, displays, artists, fireworks pyrotechnics etc.

Section 2 - Planning, event management and risk assessments

Include details such as:

- Event Management Structure
  - Key roles, responsibilities, command structure, contact details and competencies of those involved with the event management including partner organisations
- Roles and Responsibilities on Event Day(s)
- Event Control Room
  - Where it will be situated during the event
  - People who will be in there
  - Name of the person who will take responsibility for making decisions and their deputy
  - Name of their deputy
  - Risk assessments which should cover the build up, the event itself and the breakdown/de-rig
- Insurance
  - Details of event insurance(s) and whether it/they are currently held or have been applied for
- Licensing
  - Details of event licences and whether they are currently held or have been applied for
- Event Infrastructure and contractors
  - List and description of key event infrastructure and contractors
- External consultation and communication
  - Who has been consulted with and how, eg emergency services, local authority (County and Borough) and other interested parties such as the local community.

Section 3 - Venue and site design

- Consider venue and site suitability early in the planning process, there may be particular details of the site which may affect the event.

- In the site-suitability assessment, include the nature of the event, audience numbers and the infrastructure required
- Design the site layout to minimise risk, for example to segregate pedestrians and vehicles
- Prepare a site and area location plan
- Establish emergency routes
- Liaise with key stakeholders, such as landowners, the local authority, local emergency services, neighbouring businesses and local residents

Consider:

- duration and time of year that the event will take place
- the proposed event activities and whether they are indoors or outdoors
- the audience type/profile for these activities
- whether the audience will be standing, seated or a mixture of both
- the proposed audience capacity
- the circulation of the audience within the site
- access onto and around the site
- the structures and facilities that will be required
- workforce to support the event and breakdown
- emergency plans for these aspects of the event

Accessibility and equality

Consider the needs of all members of society that may attend your event. Arrangements should be made for persons with disabilities regarding access/egress to event, access to toilet facilities, access to viewing areas, along with general movement across the site.

Site map

Provide a site map as an appendix to your Event Management Plan. The site map should be clear and easy to view and *not* a Google® satellite drawing. Show key areas such as:

- Access for the emergency services
- Location of fire exits/emergency exits
- Location of firefighting equipment
- Location(s) of first aid provider(s)
- Areas covered by temporary event notices for the sale of alcohol
- Vehicle routes and the flow of traffic

Section 4 - Crowd management

Include details such as:

- Audience and attendance
- Expected total number of attendees over the whole event
- Expected maximum number of attendees present at any one time
- Details of the audience profile and admission policy/restrictions.
- If it is a ticketed event, the arrangements for this

Section 5 - Security arrangements, marshals or stewards

Find out if you need an SIA licence on the [Government website](#).

Include details such as:

- The security arrangements, marshals or stewards together with the names and roles of providers.
    - Skill mix, competencies and numbers required for your event
    - Start and finish times of cover
    - Security managers name and contact details
    - SIA stewards
    - Volunteers
    - Marshals
- Any activities that can only be undertaken by security staff licensed by the Security Industry Authority (SIA)
- Roles of stewards/marshals
- Crowd monitoring arrangements
    - How will crowd numbers be monitored, measures, and managed?
- Crowd management arrangements
    - What are the arrangements for managing crowds including excessive crowds and pinch points?

Section 6 - Communications

Include details such as:

- **Type and methods of communication:**
    - Build up
    - During event - with event staff, contractors and security non- emergency
    - During event - with the public
    - Emergency communications with agencies and emergency services
    - Breakdown de-rigging
- **Arrangements for briefing marshals/stewards/security staff in:**
    - Fire and emergency procedures
    - Use of fire extinguishers
    - First aid
    - Traffic management
    - Crowd control/authorised areas
    - Security arrangements
    - Facilities on site
    - Site rules including no smoking

Section 7 - Contingency and emergency planning

Include details such as:

- **Emergency procedures**
    - Arrangements for:
        - Plans, instructions and briefing arrangements
        - Escalation pathways
        - Evacuation
        - Escape routes and assembly points
- **Emergency arrangements**

- o Details of decision making and actions for:
  - Show stop
  - Postponement
  - Event cancellation and an event cancellation policy
- **Evacuation and emergency planning considerations for major incidents**
  - o 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

You may prefer to included the emergency procedures as an appendix to the event management plan.

Section 8 - Medical and first aid provision

Every event should have a medical plan based on a comprehensive risk assessment. Medical plans should aim to provide a safe, effective and resilient service on site whilst helping to minimise the impact on NHS resources. Event organisers should exercise due diligence in selecting competent and reliable medical services. A medical staffing plan should be made prior to the event to ensure that staff are deployed appropriately. Medical provision should be provided for the full duration of the event, including build up and break down.

Consider resources required for:

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

In your medical plan, include details such as:

- Arrangements for interface with emergency services
- First aid and medical facilities and location
- Names and roles of first aid/medical providers
- Number of first aiders, their qualifications and competencies
- First aid medical plan if applicable (this may be included as an appendix)
- First aid equipment
  - o to be supplied by your organisation, eg first aiders, eg first aid kit, defibrillator, oxygen
  - o to be supplied by external first aid/medical provider, eg first aid kit, defibrillator, oxygen
- Start and finish times of first aid/medical cover each day
- Medical manager's name and contact details

- Signage and information
- Arrangements for stand down of first aid and medical services
- Patient related information and records
  - Arrangements for:
    - Accident and incident records
    - Confidentiality arrangements and responsibility for record keeping
    - Medical log
    - RIDDOR reporting details – read RIDDOR guidance on the HSE website

Section 9 - Transport and traffic management

Create a Traffic Management Plan, and consider:

- Access to your event
- Egress from your event
- Emergency access and egress
- Vehicle and pedestrian separation and protection
- Signage
- Service vehicle arrangements
- Contractors' and artistes' vehicles
- Public transport
- any available parking
  - you may to draw a plan showing the parking areas

Road closures

Refer to the Surrey County Council website where you can find information about applying for:

- temporary road closures and restrictions
- parking bay suspensions
- taxi rank suspensions

If a road closure is required you will need to apply separately for a temporary road closure. Most road closure requests are determined by Runnymede Borough Council's Democratic Services team and information including how to apply can be found on Street parties and road closures

If an application for a road closure has been submitted, record the reference number in your Event Management Plan.

If you have applied for road closures, you will also need to document:

- Details of road closures required (shown on a map and also listed by road name) and details of diversion routes for closed roads
- How road closures will be implemented and by whom
  - give the name of the company who will be providing and installing the traffic management (Surrey County Council Highways require you to use a CSAS accredited traffic management provider who can ensure the event traffic management is set up legally and in accordance with the regulations)
- Details of road signage that is being installed in respect of the road closure, including wording and locations
  - SCC would expect to see wordings for approval before such is installed on the roadside.

- o State when the signage is due to be erected.
- Details of parking bay or taxi rank suspensions applied for

Section 10 - Fire safety and fire risk assessment

Summarise the main parts of your fire risk assessment

- Fire precautions and site rules
- Methods of raising the alarm in the event of fire
- Firefighting arrangements
  - o number, type and location of fire extinguishers, names and locations of people who have been trained to use fire extinguishers

The Fire Risk Assessment for the event should be included as an appendix to your Event Management Plan.

Section 11 - Food, drink and water provision

Include details such as:

- Licensing
- Traders/Food vendors
  - o Risk assessments
  - o Fire risk assessments
  - o Insurance
- Food hygiene and safety
  - o Food hygiene rating
  - o Inspections
  - o Health and safety and record keeping
  - o Structures and retail units
  - o Storage
  - o Food protection
  - o Food waste
  - o LPG safety arrangements including safe use, storage and locations
- Drinking water provision
  - o Water supply
  - o Responsibility for checks
  - o Storage
  - o Location plan
  - o Prevention of contamination
  - o Contingency arrangements

Documents may be included as an appendix to your Event Management Plan.

Section 12 - Sanitation

Include details such as:

- Toilet provision
  - o location
  - o Numbers
  - o Types
- Handwash facilities
  - o location

- o Numbers
- o Types
- Accessible facilities for disabled people
- Installation and maintenance
- Waste removal

Section 13 - Refuse, litter and recycling

Include details such as:

- Litter picking - arrangements:
- General waste - arrangements:
    - o Where you are sourcing receptacles from
    - o Location of receptacles
    - o Number of receptacles
    - o Methods of collection
    - o Removal of waste from site before, during and after the event
    - o Competency and licence of contractor
    - o Times of collection
- Recyclable waste - arrangements:
    - o Where you are sourcing receptacles from
    - o Location of receptacles
    - o Number of receptacles
    - o Methods of collection
    - o Removal of recycling from site before, during and after the event
    - o Competency and licence of contractor
    - o Times of collection

Section 14 - Special effects including fireworks and pyrotechnics

If your event includes any special effects, including fireworks and pyrotechnics, in this section you should details arrangements for the special effects.

Include details such as:

- Who the competent company or person planning and managing the firework display is
- How you are going to keep the public out of the display site
- often this will require suitable barriers and stewarding
- How you are dealing with environmental issues, including noise, debris and smoke
- Your arrangements for clearing the site after the display
- Contingency plans

A risk assessment must be undertaken giving consideration to the weather conditions and location and in order to choose appropriate fireworks for the display - you may to include this as an appendix to this event management plan.

For further guidance see the earlier section entitled "Publicly Available Event Safety Information".

Section 15 - Amusements (including fairground rides, inflatable devices and entertainment)

Include details such as:

- Which particular rides and/or inflatables will be used
- Description and arrangements for safe management of inflatables and fairground information including:
  - Build up and breakdown
  - Owner and operator
  - Competencies
  - Statutory inspections and test
  - Pre use/event checks
  - Insurance
  - Breakdown, fault and accident reporting
  - Refuelling arrangements

For further guidance see the earlier section entitled "Publicly Available Event Safety Information".

Section 16 - Lost and found children and vulnerable people

Include details of arrangements for:

- lost children and vulnerable adults.
- found children and vulnerable adults.

You may wish to include your plan for lost and found children and vulnerable people as an appendix to your Event Management Plan.

Section 17 - Noise

Include details such as:

- how noise will be managed
  - including any limitations or site rules impacting event noise
- How event noise will be monitored
  - including noise generated by build-up and break down
- How noise complaints will be managed

Section 18 - Electrical and lighting

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

Include details such as:

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

- Portable equipment
  - Details of PAT testing
  - Inspections
  - Limitations
- Management of installations
  - Provision
  - Location
  - Installation
  - Cabling and cable routes
  - Existing underground cables and utilities

This can also be included on the site plan or a separate plan as an appendix if appropriate.

Section 19 - Barriers and fencing

Include details such as:

- The barrier system or fencing to be used to ensure crowd safety
- Name of supplier of barriers
- How the barriers will be erected in a safe way to ensure it does not pose any risks to the public.
  - Drawings
  - Plans
  - risk assessment

Section 20 - Working at heights

Working at height means any work in any place where if there were no precautions in place, a person could fall a distance liable to cause personal injury.

Include details of any work at height and the safety precautions to be put in place:

- the right access equipment for the job
- take into account weather conditions that could endanger health and safety
- risk assessment for the work at height
  - Ensure risks from fragile surfaces and falling objects are controlled
- emergency rescue procedure in place to recover anyone who may have fallen and is suspended, such as from a lanyard or harness system

Section 21 - Temporary demountable structures

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

The erection of some temporary structures at entertainment events falls within the definition of construction work in regulation 2(1) of the Construction (Design and Management) Regulations 2015 (CDM). More information about CDM 2015 and its application to the entertainment industry is on the HSE website.

- Risk assessments and method statements for safe installation AND for safe break down, considering:

- 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
- CDM
- Adverse weather

This list is not exhaustive

- Pre-event safety checks
  - Details of what checks are being conducted, who by and when.
- During event safety checks
  - Details of what checks are being conducted, who by and when.
- Post event safety checks
  - Details of what checks are being conducted, who by and when.
- Provision of the documentation 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 your Event Management Plan.

You may find is helpful to refer to The Purple Guide, written by The Events Industry Forum, which aims to help those event organisers who are dutyholders to manage health and safety. The Purple Guide is available for an annual subscription of £25 plus VAT (as at November 2023) and there is also the Purple Guide Lite.

Section 22 - Information for the public

Include details such as:

- How and where the event will be advertised
- Whether the media will be in attendance
  - details of media and how they will be handled
- Consider the provision of advance event information for visitors and information before and during the event such as:
  - Terms and conditions
  - 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 23 - Weather

Include details such as:

- Potential weather hazards
- The risks from excess sun or cold weather exposure, particularly for those working on site
- Historical data that can help identify potential risks
- Plans for extreme weather
  - Any severe weather warnings and take appropriate action to protect both those working on site and attending the event
  - If structures are suitably rated and properly secured for high winds
  - The risks from lightning and consider the action that may be needed if it occurs
  - When you might cancel or curtail the event due to extreme weather

Section 24 - Welfare of staff and volunteers

Include details such as:

- Arrangements for the management of paid staff (event personnel, security, stewards or marshals), volunteers or contractors
  - 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
  - What to do if volunteers decide to leave the event earlier than you anticipated

Section 25 - Animal welfare

If you will be having animals as part of your event (as opposed to pets that may accompany the public), include details of your **arrangements for animal welfare,** such as:

- Where and how they will be housed, including provision for shelter
- Provision for food and water
- Veterinary provision
- Emergency arrangements
- Licensing
- Site rules
- Limitations and restrictions
- Incident reporting

Section 26 - Dealing with crime and disorder; Working with the Police

Event organisers should be clear that they are responsible for public safety.

Include details such as:

- How you will check if any acts/artistes/musicians/singers/performers/dancers etc being booked have a record for attracting particular crimes or behaviour
- How you will make sure attendees know where to buy tickets if it is a ticketed event
- How you will make sure attendees know what they can and cannot do on site
- How you will know who is working on site and check they are legitimate
- How you will record details of incidents

It is up to organisers to decide whether the Police should be involved in their event. Where organisers decide to employ the police, they should establish a written contract stating the manpower, hours and duties of the officers involved and the payment.

Section 27 - Counter terror and security information

As part of organising your event it's important to consider security. Include details of your arrangements.

Section 28 - Unmanned aircraft (drones)

If you are planning to use drones as part of your event, eg for filming, include details such as:
- the potential risks from drones at your event
- a drone policy and statement, if you have created them
- How you will ensure that event and security staff are fully aware of their roles and what they can and cannot do
- How you will ensure that no one will interfere with a pilot who is in control of a drone in flight (it is a criminal offence to interfere with a pilot who is in control of a drone in flight)

Further guidance on drones is available on the CAA website.

For all information contained within this document contact:

Runnymede Borough Council
The Civic Centre
Station Road
Addlestone
Surrey KT15 2AH

Tel 01932 838383

email: events@runnymede.gov.uk

www.runnymede.gov.uk

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