Event Management Plan

|  |  |
| --- | --- |
| **Event name:** |  |
| **Name of Organisation hosting the event:** |  |
| **Location of event:** |  |
| **Date of event:** |  |

|  |  |
| --- | --- |
| **Name of contact:** |  |
| **Email:** |  |
| **Contact phone no:** |  |
| **Contact phone no on the day of the event:** |  |

This is a working document and is subject to change.

|  |  |
| --- | --- |
| **Document last updated on:** *( date )* |  |

# 

# 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.

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](http://www.hse.gov.uk/legislation/hswa.htm) 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.

**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.

This 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 template 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. You may not need to fill out every section of the Event Management Plan template - in this case please mark these sections as “non-applicable” or “N/A” rather than leaving it blank, in order to demonstrate that you have considered those issues. It may be that there are additions topics that you need to include in your Event Management Plan.

There is separate [guidance](https://www.runnymede.gov.uk/downloads/file/1889/event-management-plan-guidance) available on the Council’s website to assist you in documenting your Event Management Plan

.

Contents

**Please do not try to amend the table of contents as it is automatic. Once you have finalised your document, click into the table of contents and press F9, and the contents page will automatically update.**

[Introduction 1](#_Toc148687947)

[Section 1 - About the event 3](#_Toc148687948)

[Section 2 - Planning, event management and risk assessments 3](#_Toc148687949)

[Section 3 - Venue and site design 4](#_Toc148687950)

[Section 4 - Crowd management 5](#_Toc148687951)

[Section 5 - Security arrangements, marshals or stewards 5](#_Toc148687952)

[Section 6 - Communications 6](#_Toc148687953)

[Section 7 - Contingency and emergency planning 6](#_Toc148687954)

[Section 8 - Medical and first aid provision 7](#_Toc148687955)

[Section 9 - Transport and traffic management 8](#_Toc148687956)

[Section 10 - Fire safety and Fire Risk Assessment 9](#_Toc148687957)

[Section 11 - Food, drink and water provision 10](#_Toc148687958)

[Section 12 - Sanitation 10](#_Toc148687959)

[Section 13 - Refuse, litter and recycling 11](#_Toc148687960)

[Section 14 - Special effects including fireworks and pyrotechnics 11](#_Toc148687961)

[Section 15 - Amusements ( including fairground rides, inflatable devices and entertainment ) 12](#_Toc148687962)

[Section 16 - Lost and found children and vulnerable people 12](#_Toc148687963)

[Section 17 - Noise 13](#_Toc148687964)

[Section 18 - Electrical and lighting 13](#_Toc148687965)

[Section 19 - Barriers and fencing 14](#_Toc148687966)

[Section 20 - Working at heights 14](#_Toc148687967)

[Section 21 - Temporary demountable structures 14](#_Toc148687968)

[Section 22 - Information for the public 15](#_Toc148687969)

[Section 23 - Weather 16](#_Toc148687970)

[Section 24 - Welfare of staff and volunteers 17](#_Toc148687971)

[Section 25 - Animal welfare 17](#_Toc148687972)

[Section 26 - Dealing with crime and disorder; Working with the Police 17](#_Toc148687973)

[Section 27 - Counter terrorism and security information 18](#_Toc148687974)

[Section 28 - Unmanned aircraft (drones) 18](#_Toc148687975)

# Section 1 - About the event

|  |
| --- |
| **Event location** - Full address including postcode. |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event start date** | / / |  | **Event start time** | AM/PM |
|  |  |  |  |  |
| **Event end date** | / / |  | **Event end time** | AM/PM |

|  |
| --- |
| **Event description, activities, programme and timings/itinerary**  Including special effects, attractions, displays, artists, fireworks pyrotechnics etc. |
|  |

# Section 2 - Planning, event management and risk assessments

|  |
| --- |
| **Event Management Structure**  Key roles, responsibilities, command structure, contact details and competencies of those involved with the event management including key contractors or partners. |
|  |

|  |  |
| --- | --- |
| **Roles and Responsibilities on Event Day(s)** | |
| Site Manager & Event Organiser |  |
| Coordinator |  |
| Event Organiser |  |
| Communication coordinator: |  |
| Chief First Aider : |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **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 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Event risk assessments** | | | |
|  | **Risk assessment completed** | **By whom** | **Attached as an appendix?** |
|  | √ |  | Y or N |
| **Build Up** |  |  |  |
| **Live Event** |  |  |  |
| **Breakdown** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Insurance** |
|  |

|  |
| --- |
| **Licensing** |
|  |

|  |
| --- |
| **Event Infrastructure and contractors** |
|  |

|  |
| --- |
| **External consultation and communication** |
|  |

# Section 3 - Venue and site design

|  |
| --- |
| **Details of the site or particulars which may affect the event.** |
|  |

|  |
| --- |
| **Access for the emergency services** |
|  |

|  |
| --- |
| **Location of fire exits/emergency exits** |
|  |

|  |
| --- |
| **Location of firefighting equipment** |
|  |

|  |
| --- |
| **Location of first aid provider** |
|  |

|  |
| --- |
| **Areas covered by temporary event notices for the sale of alcohol** |
|  |

|  |
| --- |
| **Vehicle routes and the flow of traffic, separation for pedestrians** |
|  |

|  |  |
| --- | --- |
| **Accessibility and equality - arrangements for persons with disabilities** | |
| Access to and egress from the event |  |
| Access to viewing areas |  |
| General movement across the site |  |
| Access to toilet facilities | *Please see arrangements in section 12 - Sanitation* |

|  |
| --- |
| **Other details/arrangements/comments** |
|  |

# Section 4 - Crowd management

**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.** |
|  |

|  |
| --- |
| **Ticketed events only - arrangements for this** |
|  |

# Section 5 - Security arrangements, marshals or stewards

|  |
| --- |
| **Roles of SIA registered staff, stewards, marshals** |
|  |

|  |
| --- |
| **Details of the security arrangements, marshals or stewards together with the names of providers** |
|  |

|  |
| --- |
| **Crowd monitoring arrangements** |
|  |

|  |
| --- |
| **Crowd management arrangements** |
|  |

# Section 6 - Communications

|  |  |
| --- | --- |
| **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 * *Other****………………………………*** |  |

# Section 7 - Contingency and emergency planning

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

|  |  |
| --- | --- |
| **Emergency arrangements** - 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** - 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 |  |

# Section 8 - Medical and first aid provision

|  |
| --- |
| **Arrangements for interface with emergency services** |
|  |

|  |  |
| --- | --- |
| **First aid and medical provision** | |
| 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 to be supplied by **Organiser**, eg first aiders, eg first aid kit, defibrillator, oxygen |  |
| Equipment 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](https://www.hse.gov.uk/riddor/reportable-incidents.htm) |  |

# Section 9 - Transport and traffic management

|  |  |
| --- | --- |
| If a road closure application has been submitted, give the reference number: | Ref: |

|  |  |
| --- | --- |
| **Temporary restrictions required** | |
| Details of road closures required (shown on a map and also listed by road name) and details of diversion routes for closed roads   * please note if you require any road closures, you will have to apply to Surrey County Council in advance |  |
| How road closures will be implemented and the name of the company who will be providing and installing the traffic management. |  |
| Details of road signage that is being installed in respect of the road closure, including wording, locations and when the signage is due to be erected. |  |
| Parking bay or taxi rank suspensions required |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Written? | | |  | Attached as appendix? | | |
|  | Yes |  | No |  | Yes |  | No |
| Traffic management plan |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Map showing any available parking |  |  |  |  |  |  |  |

# Section 10 - Fire safety and Fire Risk Assessment

The Fire Risk Assessment for the event should be included as an appendix to this plan.

|  |
| --- |
| **Fire precautions and site rules** |
|  |

|  |
| --- |
| **Methods of raising the alarm in the event of fire** |
|  |

|  |
| --- |
| **Firefighting arrangements** |
|  |

# Section 11 - Food, drink and water provision

|  |
| --- |
| **Licensing** **requirements** |
|  |

|  |
| --- |
| **Food vendors** |
|  |

|  |  |
| --- | --- |
| **Food hygiene and safety** | |
| Details of:   * Food hygiene rating * Inspections * Health and safety and record keeping * Structures and retail units * Storage * Food protection * Food waste * LPG safety arrangements including safe use, storage and locations |  |

|  |  |
| --- | --- |
| **Drinking water provision** | |
| Details of:   * Water supply * Responsibility for checks * Storage * Location plan * Prevention of contamination * Contingency arrangements |  |

# Section 12 - Sanitation

|  |  |
| --- | --- |
| Toilet provision (location, numbers and types) |  |
| Hand wash facilities (location, numbers and types) |  |
| Accessible facilities for disabled people |  |
| Installation and maintenance |  |
| Waste removal |  |

# Section 13 - Refuse, litter and recycling

|  |
| --- |
| **Litter picking arrangements:** |
|  |

|  |  |
| --- | --- |
| **General waste arrangements:** | |
| Receptacles being provided by: |  |
| Location of receptacles |  |
| Number of receptacles |  |
| Methods of collection |  |
| Removal of waste from site before, during and after the event |  |
| Competency and licence of contractor |  |
| Times of collection |  |

|  |  |
| --- | --- |
| **Recyclable waste arrangements:** | |
| Receptacles being provided by: |  |
| Location of receptacles |  |
| Number of receptacles |  |
| Methods of collection |  |
| Removal of recycling from site before, during and after the event |  |
| Competency and licence of contractor |  |
| Times of collection |  |

# Section 14 - Special effects including fireworks and pyrotechnics

|  |
| --- |
| **Arrangements for special effects, including fireworks and pyrotechnics, if applicable to the event** |
|  |

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

|  |
| --- |
| **Inflatables ( eg bouncy castles) to be used, if any:** |
|  |

|  |
| --- |
| **Fairground rides to be used, if any:** |
|  |

|  |  |
| --- | --- |
| **Description and arrangements for safe management inflatables and fairground information eg:** | |
| * Build up and breakdown * Owner and operator * Competencies * Statutory inspections and test * Pre use/event checks * Insurance * Breakdown, fault and accident reporting * Refuelling arrangements |  |

# Section 16 - Lost and found children and vulnerable people

|  |
| --- |
| **Details of arrangements for LOST children and vulnerable adults.** |
|  |

|  |
| --- |
| **Details of arrangements for FOUND children and vulnerable adults.** |
|  |

# Section 17 - Noise

|  |
| --- |
| **Details of 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

|  |  |
| --- | --- |
| 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**  Details of:   * 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

|  |  |
| --- | --- |
| The barrier system or fencing to be used |  |
| Supplier of barriers |  |
| Details of how the barriers will be erected in a safe way |  |

# Section 20 - Working at heights

|  |
| --- |
| Details of any work at height and the safety precautions to be put in place: |
|  |

# 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).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** |  | **No** |
| Risk assessments and method statements for safe installation |  |  |  |
| Risk assessments and method statements for safe break down |  |  |  |

|  |
| --- |
| **Pre-event safety checks** |
|  |

|  |
| --- |
| **During event safety checks** |
|  |

|  |
| --- |
| **Post event safety checks** |
|  |

|  |
| --- |
| **Documentation** |
|  |

# Section 22 - Information for the public

|  |
| --- |
| **How and where the event will be advertised** |
|  |

|  |  |
| --- | --- |
| **If the media will be in attendance** | |
| Details of media |  |
| How they will be handled |  |

|  |  |
| --- | --- |
| **Provision of advance event information for visitors and information before and during the event** | |
| 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

|  |
| --- |
| **Weather considerations** |
|  |

|  |
| --- |
| **Plans for extreme weather** |
|  |

# Section 24 - Welfare of staff and volunteers

|  |  |
| --- | --- |
| 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 |  |

# Section 25 - Animal welfare

|  |  |
| --- | --- |
| **Arrangements for animal welfare ( if applicable to the event ), including:** | |
| 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

|  |
| --- |
| **Details/arrangements/comments** |
|  |

* Event organisers should be clear that they are responsible for public safety
* It is up to organisers to decide whether 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.

# Section 27 - Counter terrorism and security information

|  |
| --- |
| **Details/arrangements/comments** |
|  |

# Section 28 - Unmanned aircraft (drones)

|  |
| --- |
| **Details/arrangements/comments** |
|  |