

Event Management Plan

<LOGO>

<Event Name>

<Event Date & Time>

<Event Location (inc. Postcode)>

Owned by: <Insert Author's Name>
Organisation: <insert Author's Organisation Details>
Tel: <Insert Author's Contact Telephone Number>
Email: <Insert Author's Email Address>

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This is a working document and is subject to change.

<INSERT VERSION NUMBER> - <INSERT Version Date>

GUIDANCE NOTES ON COMPLETING THIS PLAN TEMPLATE

Some sections may not be applicable to your event. Where this is the case please indicate 'not applicable' in the section rather than leaving it blank or omitting it.

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

The text boxes are for illustrative purposes, they are not guidance on how much text to include and they will expand as you type. If you prefer delete the boxes and put your text under the heading.

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SECTION 1 - PLANNING, EVENT MANAGEMENT AND RISK ASSESSMENTS

Event Location

Provide address including postcode of event location.

Describe the event, activities, programme and timings.

Consider special effects, attractions, displays, artists, fireworks pyrotechnics etc.

Audience and Attendance

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

Access, circulation and egress arrangements

Event Infrastructure and contractors

List and describe key event infrastructure and contractors

Roles, responsibilities, command structure, contact details and competency

List key roles, responsibilities, command structure, contact details and competencies 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.

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.

Event Licensing and insurance

Provide details of event licences and insurance

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.

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*

First aid and medical team welfare arrangements

Provide details of:

- *Rest areas*
- *Refreshments*
- *Sanitary facilities*
- *Wash/shower facilities if applicable*
- *Sleeping accommodation if applicable*

Patient related information and records

Describe arrangement for:

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

Arrangements for interface with Emergency Services

Arrangements for stand down of first aid and medical services

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

These details may be included as an appendix to this document

SECTION 6 - TRANSPORT AND TRAFFIC MANAGEMENT

Traffic management plans/arrangements

To consider:

- *Access*
- *Egress*
- *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.

Road closures, diversions and restrictions

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 provide 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/entertainment fire risks*

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 arrangements

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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*

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:

- *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 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*
- *Competency and licence of contractor*
- *Times of collection*

Sanitation

- *Toilet provision (location, numbers and types)*
- *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*
- *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 - SAFEGUARDING

Describe safeguarding arrangements for:

- *Children*
- *Young People*
- *Vulnerable adults*

SECTION 19 - ANIMAL WELFARE (if applicable)

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

- *Site rules*
- *Limitations and restrictions*
- *Emergency arrangements*
- *Veterinary provision*
- *Incident reporting*

SECTION 20 – USE OF DRONES

Are you intending to employ a drone company for the event? How do you intend to manage this at the event? What if an unauthorised drone appears at your event? Does this pose a risk?

- *Insurance*
- *Licences*
- *Risk assessment*
- *Previous experience*