

Guidance for planning an event and producing an Event Management Plan

How to use this guide

This guide provides information for organisers planning an event and will help you develop a detailed event management plan (EMP); there is a template included at the end of the document.

To use the template, save a new version and complete the sections that apply to your event. Not all sections will apply to all events – you will need to decide which are relevant to your event and delete those that are not necessary.

Your aim is to produce a successful event which can be safely enjoyed by visiting public. To achieve this you must identify all potential hazards and dangers and then decide, on your own or with help, the safety precautions that need to be taken and how you will put them in place.

As the event organiser you will be held ultimately responsible in law for the safety of people at your event. It is essential that all events, even those in aid of charity, should comply with recognised safety standards. Even if the purpose of the event is in aid of a good cause it will not protect people from having accidents or you from liability.

This guide has been designed to assist individuals and organisations with arranging events.

The guide gives general advice that should be used when arranging any type of event. However, it must be remembered that events are extremely diverse, ranging from craft stalls to major music festivals and therefore this guidance cannot be considered exhaustive. It is likely that additional guidance will be required for specialist events.

It is advisable to refer to the 'The Purple Guide' which has been written by The Events Industry Forum in consultation with the events industry. Its aim is to help those event organisers who are duty holders to manage health and safety, particularly at large-scale music and similar events <http://www.thepurpleguide.co.uk/> please note that there is a subscription charge for this publication but if you are organising an event it is a useful resource.

The events industry has produced a Covid – 19 guide to compliance which is the benchmark standard for all public events <https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19>

When planning and organising an event it is recommended that you refer to guidance produced by the Health & Safety Executive <http://www.hse.gov.uk/event-safety/running.htm>

The Suffolk Resilience Forum can also provide advice and access to the Council's Safety Advisory Group <https://www.suffolkresilience.com/event-safety>.

Stage 1 – Pre Planning

Detailed pre planning is essential to ensure the event is safe and successful. The following needs to be considered at this stage:

Where

Make sure the venue you have chosen is adequate for the proposed event. Do not forget to consider the impact on the local community and residents, how easy it will be for people to travel to the venue and what the car parking requirements are. Consider the suitability of the venue and existing on site hazards such as water and power cables. Consider whether emergency routes will be adequate.

When

Consider the time of year, including the consequences of extreme with regard to weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc. The event should not clash with other major events in the area: the Council may be able to assist you with finding an available date.

Who

Identify the aims of the event. Are particular groups or types of people targeted, such as young people, teenagers or the elderly or disabled? If so, specific facilities may be required to accommodate them.

What

Decide on the type of activities to be offered. Will there be any specific hazards such as high-risk sports? Establish the size of the proposed event and whether or not an entrance fee will be charged.

Specialist Equipment

Will activities require the use of specialist equipment? If so, does this equipment pose any specific hazards? Ensure access to site is possible for specific equipment? Will a particular activity require barriers

etc? Some equipment such as a stage will require certificates of erection by a competent person that must be available on request.

Useful guidance

For larger events there will be a need to comply with guidance such as:

- the code of practice for Outdoor Events published by the National Outdoor Events Association. T: 01749 674531, <http://www.noea.org.uk/> which gives advice on structures, marquees, tents, and electrical matters.
- Health and Safety Executive's website also contains guidance on legal requirements and best practice www.hse.gov.uk/entertainment
- Guide to Safety at Sports Grounds
- the Purple Guide (www.purpleguide.co.uk)

Welfare Arrangements

The organiser must estimate the number of attendees to the event and consider its duration. Toilet and first aid requirements should be based on these estimations. Permanent toilets should be checked for adequacy and maintained during the event. The provision of drinking water may be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision also needs to be made for lost children, missing persons, baby changing and lost property.

Responsibilities

When organising any event there must be a named organiser who is identified at the earliest opportunity. For larger events there should be a detailed management structure drawn up detailing who is responsible for what – this should all be recorded in the event plan.

One person should be identified as the event manager and be responsible for liaison with other organisations such as the Council, police, fire and rescue and ambulance services. You should have a named individual to whom all health and safety queries can be referred.

Licences

A Premises Licence or in certain circumstances, a Temporary Events Notice will be necessary to carry out what are known as 'licensable activities' in a premises. These activities are described by the licensing act as being:

- any sale of alcohol by retail
- the supply of alcohol in a members club
- regulated entertainment, such as films, plays, indoor sports, boxing or wrestling, live or recorded music or dancing
- late night refreshment (hot food or hot drink between 11.00pm and 5.00am the next day)

A Temporary Events Notice (TEN) can be issued for events for up to 499 people (including staff, stewards and performers) and for a maximum period of four days. Applications must be given to the Police and the Council at least 10 working days before the event in question.

For events exceeding 499 people an application for a premises licence will need to be submitted. This must be done at least 58 days before the event. For any licence applications please contact East Suffolk Council Licensing team on 01394 444802 or email licensing@eastsuffolk.gov.uk

Insurance

All organisers of events should obtain public liability insurance with a limit of indemnity of a minimum of £10 million per claim. All contractors and performers will also need their own public liability cover. Depending upon the nature of your organisation and the proposed event other insurances may also be required. Quotations should be obtained from your insurance provider.

Road Closures

If your event is on a road or highway you will need to gain permission from Suffolk County Council <https://www.suffolk.gov.uk/roads-and-transport/roadworks/apply-to-close-a-road-for-an-event/>

Timescales

Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 9 to 12 months planning. Some specialist advice may be required, and special permission could take time. Do not forget the summer can be a busy time with hundreds of events taking place within your area.

Event Plan

This should include all your health and safety arrangements. This will help you when carrying out your **risk assessments**. It should also highlight individual responsibilities in the run up to the event and during the event.

The East Suffolk website includes information that will be useful when preparing your EMP. Please take time to read this. You may also find the [Purple Guide \(www.purpleguide.co.uk\)](http://www.purpleguide.co.uk) helpful, as it provides guidance on security, major incident planning, first aid, electrical safety, event communication, lost children, sanitary facilities and more.

There are a number of hyperlinks within this document that will take you to websites for further guidance.

Producing an EMP is an integral part of the planning process and therefore should be drafted when you start to make plans rather than at the end when it may be too late.

- For events with up to 499 people attending you should draft your event management plan **at least 3 months before your event**
- For events with more than 499 people expected to attend you should draft your event management plan **at least 6 months before your event**

If your event takes place on Council land/property you will need to provide apply in sufficient time for the application to be processed and to ensure that nobody else has already hired the land on the dates that you have planned for. Terms and conditions will apply to the hiring of any Council owned or managed land.

Plan Aim, Objectives and Scope

The plan is designed to bring together all plans involved in the event into one document to provide a complete integrated event plan.

Its main objectives are:

- to facilitate the running of a safe and enjoyable event
- to consider and plan for problems that may happen
- define trigger points at which other plans may be implemented
- provide an interface to other agencies plans if required e.g. major incident plans

Event overview

You need to provide sufficient information that anyone reading the plan is able to understand what kind of event is being planned. The essentials for this are:

- **Dates and times of the event**
- **The types of activity that will be involved e.g. live music, alcohol sales, vehicles, water sports, fireworks etc.**
- **Numbers of attendees with a clear differentiation between the total number expected and the number that will be on site at any one time e.g. 3,000 over a weekend but not more than 250 at any one time as people will only stay for an hour or two.**
- **Number of staff /organisers / volunteers etc. with a differentiation between the number in total and the number needed at any one time or for a specific parts of the event such as a parade or music event in the evening of an all day event.**
- **Target audience e.g. families, adult only etc.**

Licence and application checklist

Any permissions and licences that have been obtained or are to be applied for should be detailed on the plan. The common ones are:

- Formal permission from the land owner
- Road Closure/Temporary Traffic Orders – allow 12 weeks for any application to be processed
- Premises Licence (Licensing Act 2003) for alcohol sales and certain regulated entertainment for more than 499 people
- Temporary Event Notice (TEN) for alcohol sales and certain regulated entertainment – up to 499 people only
- Any other consents and licences such as Street Trading, charity collections etc.
- Planning permission for the activity at your chosen location

Key event management contacts

The EMP should include the names, roles, responsibilities and contact details of the key people involved in organising your event.

It is likely that many events will have an organising committee but it is not practical to have shared responsibility for the event on the day. There needs to be a single decision maker such as an event

manager who has overall responsibility for all aspects of the event during the event. Depending on the nature and scale of the event, other people will have key tasks and responsibilities allocated to them but will report to the event manager.

Typical roles would be:

- Event Manager - Overall responsibility
- Production - All event infrastructure, ordering, delivery timings etc.
- Volunteer Coordinator - Volunteer recruitment, training and event day management
- Steward Coordinator - Recruitment, training and event day management
- Health and Safety Officer - Risk assessments, fire points, site inspections
- Welfare - Toilets and wash facilities
- Waste Management - Organisation of waste clearance and recycling

Key event contacts – other

Complete the table below with details of any other key contacts for your event. Add more lines if necessary.

This section is for your use, not the Council's, and will help with your event planning and management on the day. You should include details of everyone who will be involved with your event, such as suppliers, stallholders and emergency contacts.

Staffing

It is easy to underestimate how many staff will be required to plan and successfully run your event. Consider how many stewards, car park attendants etc. you will need to manage things safely rather than waiting to see how many people you can muster.

Organisational structure

Create a simple organisational structure. The organisational structure will help everyone involved with your event to understand who is responsible for what. It is also an essential part of your emergency response planning. If there is an incident, your staff and the emergency services will need to know who is in charge.

Make sure your organisational structure shows the levels of command and how things will be communicated up and down these levels.

Timetable

You should list everything that needs to be done before, during and after your event. This will help ensure you complete tasks on time and that things aren't forgotten.

Programme Schedule

If your event will have activities taking place at different times and locations across the event site, you will need to programme your activities.

For example you may have a stage, arena area and walkabout entertainment. You could programme an arena act to start shortly after a stage act has finished to provide entertainment elsewhere while the changeover for the next stage act takes place.

For smaller outdoor events breaking your schedule into periods of between 5 and 15 minutes usually works well. If your event includes on stage entertainment, you may need a separate stage run sheet broken down into periods of one minute.

Specific responsibility for health and safety at your event

Event organisers are responsible for the health and safety of all persons that might be affected by the event. Insurance may cover any civil claims but will not cover criminal liabilities such as breaches of the Health and Safety at Work etc. Act 1974.

Risk assessments and management

Risk assessments need to cover all health, safety and planning aspects of your event. You should develop your risk assessment early on, monitor it constantly and adjust it as necessary.

Risk assessment can be a very simple process involving the following 5 steps:

1. Identify the hazards i.e. something with the potential to cause harm
2. Assess who might be harmed by that hazard
3. Evaluate the risk e.g. the likelihood of harm arising and the possible severity of that harm
4. Devise controls that will reduce the likelihood and severity to an acceptable level
5. Record the significant findings

You may find it helpful to develop a risk register, which identifies the risks for your event. Each risk listed in the register will need to be included in the risk assessment. You must include the risk of fire.

Risk assessments from contractors

You need to ask all your contractors to provide you with their risk assessments and you must look to see whether their activities might adversely affect other activities and whether you think the controls seem reasonable.

Your contractors could include a fun fair ride, face painter or walkabout performer. As the event organiser you are responsible for anything you engage to attend your event

Security

Most events require some professional security or stewarding to help with crowd control. Your risk assessment must include your security requirements, which will depend on things like your event location, date, operating times, target audience, planned attendance numbers, fenced or open site etc.

Security personnel at events must be SIA (Security Industry Authority) licensed if they are carrying out licensable activities see www.sia.homeoffice.gov.uk for further information.

Stewarding

Like your security requirements, the number of stewards you need will depend on your risk assessment, event location, date, operating times, target audience, planned attendance numbers, fenced or open site etc.

Stewards require training and briefings so they are fully aware of their duties and responsibilities.

You must develop a communications plan for all staff, including stewards, so they understand how they should share information or report incidents during the event.

Emergency procedures

You must document your procedures for fire, site evacuation, communicating with your audience in an emergency, contacting the emergency services, who will make decisions, etc. You will need to share your emergency procedures with your event staff, contractors, volunteers and the emergency services.

External threats/counter terrorism

It is possible that your event could be the target of a terrorist incident and you may have to deal with a bomb threat or suspicious items left in or around the area.

Implementing measures for countering terrorism will also work against other forms of criminality, such as theft, burglary and arson.

Where possible, additional security measures should be integrated with the existing security regime.

Further guidance can be found on www.nactso.gov.uk.

First aid and medical cover

You are likely to need to engage the services of a medical/first aid provider. The NHS Ambulance Service will attend a 999 call if the medical provider needs advanced clinical skills/assistance but the service is not resourced to provide medical mitigation at organised events which should have their own medical cover in place. If there is a likelihood that a casualty will need to be taken to hospital, e.g. sporting events, large public gatherings etc., the medical provider will need to be registered with the Care Quality Commission (CQC) to transport patients by ambulance. If you arrange for a doctor to be present you should check that they have recent training in pre-hospital emergency care and are currently registered with the GMC (<https://www.gmc-uk.org/registration-and-licensing/the-medical-register/a-guide-to-the-medical-register/find-a-doctors-record>).

The Purple Guide provides a template to help establish first aid, medical and ambulance requirements for public events and any sporting activities should be assessed separately. The various sporting governing bodies e.g. British Cycling, Run Britain etc. produce guidance on medical provision for their activities and can be used as a basis for similar events. First aid personnel must be dedicated to that role i.e. a first aider cannot be acting as a steward and a first aider.

Infection Control

You must protect people from harm. This includes taking reasonable steps to protect your workers and others from infections such as coronavirus.

You must:

- identify what activity or situations might cause transmission of the virus, bacteria etc.
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

Practical measures you can take would be:

- putting in place social distancing measures
- avoiding crowding where social distancing cannot be practised
- provide handwashing facilities with running water, soap and paper towels
- provide hand sanitiser at locations in addition to toilet areas
- Set clear guidance for the use and cleaning of toilets, showers and changing facilities to make sure they are kept clean and social distancing is achieved as much as possible
- Clean work areas and equipment between uses
- frequently clean and disinfect objects and surfaces that are touched regularly
- if equipment like tools or vehicles are shared then clean them after each use
- require face coverings to be worn

Electricity

All electrical installations, even temporary ones, must be safe and appropriate for the conditions e.g. suitable for use outdoors. Any event that has electrical supply included must have the installation checked by a competent electrician before the event starts.

Fire safety at your event

You must include the risk of fire in your event risk assessment. You must show that you have:

- Identified the fire hazards, i.e. sources of ignition, fuel and oxygen
- Identified people at risk within and surrounding your site and those at highest risk
- Evaluated the risk of a fire occurring and evaluate the risk to people should a fire occur
- Removed or reduced fire hazards and removed or reduced the risks to people
- Considered detection and warning, fire fighting, escape routes, signs and notices, lighting, maintenance
- Recorded significant findings and action taken
- Prepared an emergency plan
- Informed and instructed relevant people and provided training
- Reviewed and revised your assessment where necessary

Useful resources for fire safety planning include [Fire Safety Risk Assessment – open air events and venues](#) and [Guide to Fire Precautions in Existing Places of Entertainment and Like Premises](#).

Inflatable play equipment

You will need to make sure:

- The operator can provide a copy of the current PIPA test certificate for the equipment.
- The operator carries out the daily checks on the equipment as required by EIS7
- You know when the equipment was last fully inspected
- The operator has the full instructions on its safe operation
- The equipment is clearly marked with limitations of use e.g. maximum wind speeds it will withstand, user height etc.

More guidance is available on the [PIPA Inflatable Play Inspection Scheme](#).

Fun Fairs

For rides or fun fairs you should make sure that:

- Any stand-alone ride or rides that are part of a fun fair are part of the [ADIPS \(Amusement Device Inspection Procedures Scheme\)](#) scheme.
- The operator can provide you with a copy of their In Service Annual Inspection papers.
- The operator confirms in writing that they operate under the [HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice](#).

Temporary structures

For a small event, temporary structures may be market stalls and a marquee. Larger events and festivals may include stages, grandstands, lighting towers, gantries, site offices etc.

If the structures will be in place for a long time, you may need planning permission. Larger temporary structures need to be signed off by independent engineers before they can be used.

As a minimum:

- All suppliers will need to supply you with a copy of their public liability and employee insurance certificates.

- All suppliers will need to provide you with relevant risk assessments and method statements for the product they are supplying for your event.
- Suppliers must provide a signed hand over inspection once the structure is completed to say that it is safe and ready for use.
- You need to consider all other health and safety aspects relating to any temporary structure.

More information can be found in [Temporary Demountable Structures – Guidance on Procurement, Design and Use](#).

Animals at events

The keeping and/or use of some animals requires a licence to do so e.g. pony/donkey rides or specified dangerous wild animals such as reindeer etc.

You must detail all relevant licences/registrations and the associated conditions for each animal with your EMP.

You are responsible for the welfare of the animals under the [Animal Welfare Act 2006](#). This includes the animals' transport, housing, food and how they are displayed to the public.

If people are encouraged to feed or touch the animals you must provide suitable hand washing facilities that include running water, soap and paper towels (or other method of hygienic drying). Alcohol hand gels are not an acceptable substitute for hand washing after handling animals.

Communications

There are three main areas of communication you should consider for any event:

- Letting residents and businesses in the surrounding area know about your event plans before the event, the earlier the better.
- Internal communications on the day of the event.
- Communicating with your audience on the day.

You need a clear communications plan in place and ensure everyone is familiar with the plan. You also need to make sure that you have the communications equipment you need on the day. This could include radios, mobile phones, staff to run errands and messages and a public address system.

Ensure you list phone contact details and radio channel details if radios are being used in the [Key event management contacts](#) section.

Ensure that everyone working on your event is aware of your [Organisational structure](#) and knows who to contact if they need to report an incident or pass on information.

Ensure your communications plan ties up with your emergency response plan.

If code words are to be used they must be simple and easy to distinguish between them. All staff must be briefed on the correct use of code words.

Lost and found children/vulnerable adults

You must have a lost and found children/vulnerable adults policy and all event staff and volunteers must be familiar with it.

Details of lost children/vulnerable adults must not be broadcast in such a way that it increases the risk to them.

You must have a procedure for escalating lost children/vulnerable adults to the police.

Include arrangements for the safe care of children/vulnerable adults until such time that they can be reunited with their parent or guardian. The first aid post should not be used as a holding point for found children or vulnerable adults to prevent unnecessary exposure to distressing situations.

Provide a clearly advertised point for information on lost children/vulnerable adults.

Always ensure there are at least two adults that have the appropriate Disclosure and Barring Service (DBS) checks in place looking after any lost children/vulnerable adults; they should not be left with just one adult.

All incidents need be logged and all details recorded.

Parents and guardians should provide ID and a description of the child/vulnerable adult before they are allowed to collect them.

Contact the police if the child/vulnerable adult is reluctant to go with the parent or guardian or you have any concerns about returning the child/vulnerable adult to the care of the parent/guardian.

Licensing

If you are planning an event for fewer than 499 people where there will be entertainment, alcohol for sale, or hot food or drink for sale after 11pm, you may need to submit a Temporary Event Notice (TEN).

If the event will involve more than 499 people you may need a full premises licence.

Insurance

All event organisers must hold public liability insurance. The recommended minimum level of cover is £10 million per claim. You must also ensure that your contractors hold public liability insurance and any other appropriate insurance, i.e. product liability, employee insurance. You should keep copies of your contractors' insurance policies.

Provision of food

You should check that all food traders have been rated under the Food Standards Agency's (FSA) [Food Hygiene Rating Scheme](#) (England and Wales) or the Scottish FSA's [Food Hygiene Information Scheme](#)

Traders that do not appear on the FSA's website may not be registered for the sale of food and their compliance with food safety laws will not have been assessed.

Provision of drinking water

You must be able to provide sufficient drinking water if:

- people will be restricted from bringing their own due to security checks etc.; or
- if the venue is isolated and does not have an easily available supply of drinking water.

If you are providing a temporary water supply you may need to comply with the [Private Water Supply Regulations 2016](#) . Further advice can be sought from environment@eastsoffolk.gov.uk .

Site considerations

Site plan

Your EMP should contain a copy of the site plan.

Your site plan should include:

- Placement of all temporary structures
- Position of attractions
- Any fencing or barriers
- Power supply runs (cables)
- Emergency exits and assembly points
- Information point
- Vehicle entry points
- Emergency services access route
- All other site infrastructure
- Car parks and position of site in context to the road

- Generator or power sources
- Entry and exit points
- First aid points
- Lost and found children/vulnerable adult point
- Any event décor, i.e. flags, banners etc.
- Specific hazards e.g. ponds, rivers, beach, high walls, large trees, earth banks etc.

You may want two versions of the site plan, one for event participants on the day and another for your management team. An accurate site plan will help you direct people to the correct part of the site when they arrive to set up. A site plan will also help you plan how people will enter the site and move around it.

Spectators and viewing areas

Spectator areas need to be planned and managed. You should check that viewing is not obstructed to the extent that people will try to climb structures or access restricted areas to get a better view.

Viewing areas should be protected from extreme weather as necessary.

Any grandstands must be structurally sound and maintained with routine inspections for integrity. Grandstands must always have adequate means of escape to a place of safety.

Where people are likely to sit on the ground to view an event there must be appropriate clearways maintained to allow access by stewards and to allow any rush of people from the front to escape without risk of trampling those that are still seated.

Media

You can use social media for communicating with your visitors and your volunteers.

You should prepare some generic statements in advance for scenarios such as: cancellation due to weather; traffic issues on the day; any restrictions on what can be brought to the event e.g. a no glass policy etc.

Flying displays

The event organiser is responsible for the health and safety of all flying displays.

All flying displays must comply with current Civil Aviation Authority requirements.

Flying displays must be appropriately planned and notified to the relevant authorities e.g. police, fire, coastguard etc. You seek confirmation in writing that the notification has been received

There are separate approvals required for military displays.

Firework and Pyrotechnic Management

Public firework displays at events must be properly planned and managed by a competent company or person i.e. someone with sufficient training and experience.

There are restrictions on the times that fireworks can be fired.

You will be responsible for the firework/pyrotechnic display even if it is provided by a third party.

Have you asked the operator to provide evidence of competence?

Have you checked what training and experience the operator has? Is there any evidence of formal training?

Has the operator visited the proposed event site?

High risk displays/activities

High risk activities such as open water swimming, military re-enactments using black powder, motorcycle displays etc. require more detailed risk assessments than lower risk entertainment.

The risk assessment must be carried out by someone that has sufficient experience of the activity and the risks associated with that activity to be able to recommend suitable controls. For example for open water swimming the competent person would need more knowledge and experience than a lifeguard who works in a swimming pool environment where the water is clear and relatively still.

Toilets

You must provide adequate toilets facilities for your event attendees, staff and contractors. You will also need disabled facilities plus separate sanitary facilities for caterers.

The standard guidelines for toilets numbers are provided below.

	Female Toilets	Male Toilets
For events with a gate time of	1 per 100	1 per 500,

less than 6-hours duration opening		plus 1 urinal per 150
For events with a gate opening time of 6 hours or more, but with little or no alcohol or food served	1 per 85	1 per 425, plus 1 urinal per 125
For events with a gate opening time of 6 hours or more, with alcohol and food served in quantity	1 per 75	1 per 400, plus 1 urinal per 100
For campsites at major events, swapping the emphasis from urinal to WCs for males	1 per 75	1 per 150, plus 1 urinal per 250

Vehicles on site

You will need clearly marked emergency vehicle entrance and exit routes on your site plan and as part of your emergency planning. If these entrances and exits will be shared with other traffic, you will need a procedure for the safe entry and exit of emergency vehicles.

Which vehicles will need to access the site for your event?

Which vehicles will need to remain on-site throughout your event and which will need to be off-site before the event opens?

Are there any vehicles that will need to move on the site during your event?

Traffic, transport and parking

Smaller community events will have limited impact on traffic and parking, however you should still consider this when planning your event. Larger events can have a big impact on local traffic and transport and will require extensive risk assessments and detailed plans dealing specifically with traffic and transport.

How will your target audience travel to your event?

Consider the various transport links around the event site and how these can be promoted to your audience as a way to get to your event.

Are you proposing any road closures or parking restrictions? You will need to allow at least 12 weeks for the application to be processed.

Environmental considerations

Waste management

You should have a waste management plan in place and ensure that it is carried out.

How will you keep the site clear of waste? Will this be done by stewards or volunteers?

How you will manage waste during and after your event, including details of bins, skips, recycling and litter picking?

Recycling

For small community events, this could be as simple as labelling some bins to encourage people to separate their waste into plastic bottles, paper, etc. and then taking these to the appropriate recycling centres.

Larger events will need to show that they have a recycling strategy or are employing a professional recycling organisational to manage recycling on the day.

Make sure your concessions and food suppliers have appropriate policies and procedures in place for providing biodegradable containers and systems for the disposing of dirty water, cooking oil etc.

Think through how you will encourage people to separate their waste. Contaminated recyclables may have to be sent to landfill.

How will you keep the site clear of waste? Will this be done by stewards or volunteers?

Noise

If your event has the potential to cause noise nuisance to nearby residents, your plans will have to be discussed with the Environmental Protection Team. The things most likely to cause noise nuisance include live music stages, fun fairs and public address systems.

Think about noise nuisance when you choose your event location.

Larger events that have a music stage will usually have to employ a professional sound engineer and must agree sound levels with the Environmental Protection Team.

Provide nearby residents with an event day contact to enable you to deal with their concerns at the time and reduce the likelihood of it escalating.

Weather

Severe weather and event cancellation

Consider any weather conditions which may lead your event being cancelled and how you will monitor and manage this.

How will you let people know if the event has to be cancelled?

Do you need insurance coverage for cancellation reasons such as thunderstorms, water logged ground etc?

Is there any flood risk, e.g. field liable to flood and create difficulty for traffic leaving? How will you handle this, e.g. provision of 4x4 vehicle assistance, agreement with land owner concerning damage to the ground, possible mud on roads etc?

How will your event management team decide if weather conditions are too risky for your event to go ahead?

Lighting

Consider this if event will be in darkness at any point

If the event will start in daylight and you must be able to predict the sunset time and provide adequate lighting for crowd safety.

Consider how the route to car park, evacuation routes etc. will be lit.

Camping Area

At many events, camping is no longer incidental and an alternative to other accommodation it is an integral part of the event.

You must include any camping in the event planning process. Emphasis needs to be placed on proper planning to ensure that an adequate level of services and facilities are available for the whole duration of the camping event and not merely during the licensed period of entertainment.

Procedures for raising the alarm and evacuation of campsites should be included within the event emergency/evacuation plans.

You should have a clear policy on whether fires and BBQs are permitted. Consider whether signage is needed to warn of the risks of CO poisoning if BBQs are used (or hot coals are stored) under cover.

In isolated locations or where the music starts early or finishes late, contingency provision may have to be made for camping even when people were not invited to camp.

You must consider whether stallholders/crew will expect to camp overnight with their stock/units.

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Example Staff Action Cards

All employees/volunteers:

- Sign in on arrival at the site office and sign out on leaving the site
- Undertake work activities in accordance with instructions given by the event manager or members of the event management team
- Ensure that you know the relevant procedures laid out in the Event management plan
- Become familiar with the location of St John Ambulance and First Aiders
- Be aware of the location of the fire extinguishers
- Ensure that all personal protective equipment issues to you is worn/used as required and stored safely
- Work in a safe manner at all times
- Report defects found in equipment immediately to the event manager.
- Report all injuries, accidents or incidents during the event to one of the event organisers located at the site office
- Dress appropriately for the weather conditions and environment
- Do not misuse anything which is provided for your health and safety and welfare
- Do not use or maintain equipment unless you have been trained to do so
- Do not undertake manual handling activities such as moving compost sacks unless you have received manual handling training for the task
- Do not use personal electronic equipment

Event Manager/Assistant Event Manager:

- Ensure that the fire extinguishers have been positioned at suitable intervals throughout the site and within the marquees in accordance with the plans
- Arrange safe delivery and storage of materials and equipment to the site
- Obtain risk assessments and method statements (if appropriate) from the marquee hire company
- Ensure that risk assessments are obtained from exhibitors undertaking activities with a significant level of risk

- Ensure certification is received from competent persons relating to the electrical safety of the hired equipment
- Ensure that the generators are cordoned off from the public
- Ensure that exhibitors are instructed on the safe movement of vehicles throughout the site during set up and take down operations
- Monitor health and safety throughout the site, over the course of the weekend, taking action where appropriate
- Be contactable by radio at all times

Event Organisers

- Be available to answer queries
- One organiser to be stationed within the site office at all times
- Be contactable by radio at all times

Car Park Managers

- Ensure that all stewards have been trained in car parking and traffic control for the event
- Ensure that all stewards have been provided and wear their high visibility jackets at all times

EVENT MANAGEMENT PLAN

Event Name	
Event Location	
Event Date	
Organisation	
Document last updated	

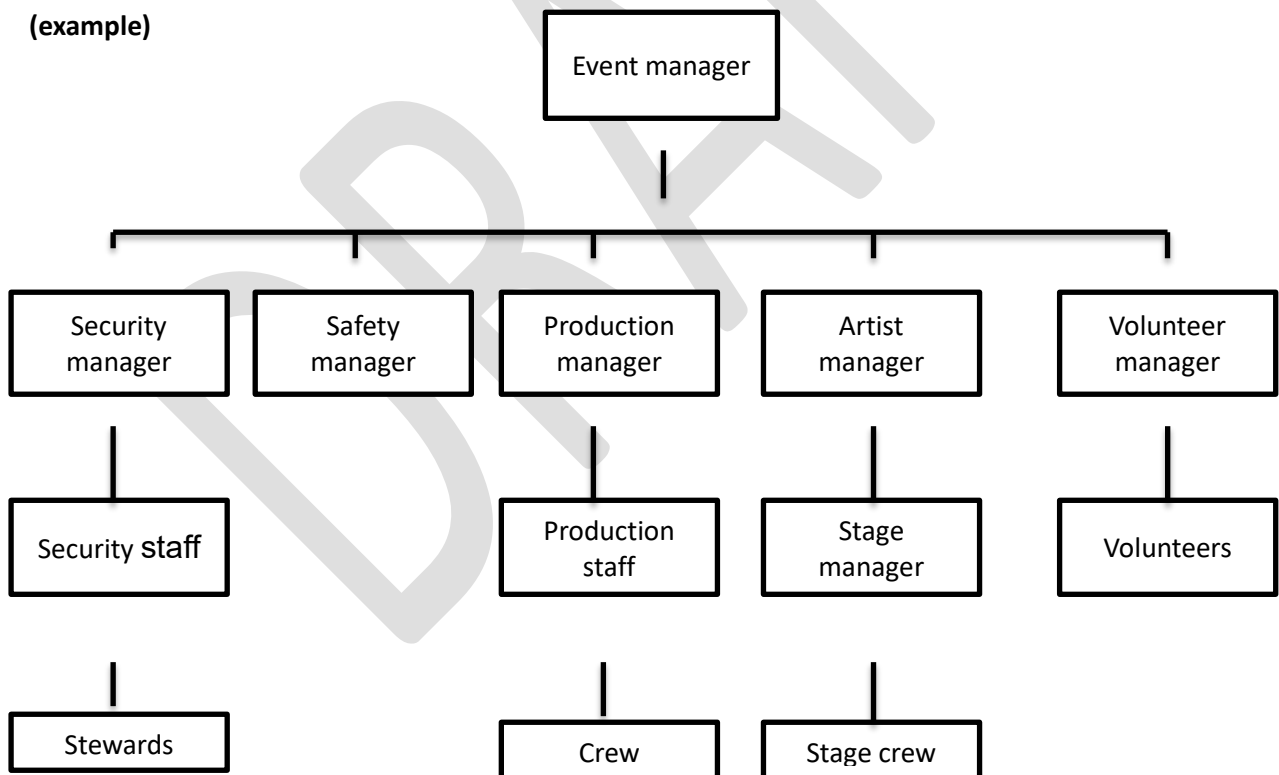
Type of event	
Anticipated numbers of visitors/customers on site at any one time:	
Anticipated numbers of visitors/customers in total attending the event	
Estimated total number of staff, volunteers performers, traders etc.	
Target audience e.g. families, children, adults	
Provide a brief summary of what your event will involve	

	Yes	No	N/A
Formal permission from the land owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Road Closure/Temporary Traffic Order Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Premises Licence (Licensing Act 2003)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Event Notice (TEN) – up to 499 people only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other licensing requirements consents and licences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning permission?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Roles and responsibilities

(example)



Name	Role	Responsibility	Contact Details
	Event Manager	Overall responsibility	
	Production	All event infrastructure, ordering, delivery timings etc.	
	Volunteer Coordinator	Volunteer recruitment, training and event day management	
	Steward Coordinator	Recruitment, training and event day management	
	Health and Safety Officer	Risk assessments, fire points, site inspections	
	Welfare	Toilets and wash facilities	
	Waste Management	Organisation of waste clearance and recycling	

Suppliers (marquees, first aid, security, catering etc.)			
Organisation	Contact	Contact details (email and mobile)	Notes

Authorities (Council, fire, police, ambulance etc.)			
Organisation	Contact	Contact details (email and mobile)	Notes
LA Licensing officer			
LA Environmental Health			
SCC Emergency Planning			
Police			
Ambulance			
Fire			
Coastguard			
Other			
Attractions, artists and entertainment			
Organisation	Contact	Contact details (email and mobile)	Notes

Staffing

It is easy to underestimate how many staff will be required to plan and successfully run your event. Consider how many stewards, car park attendants etc. you will need to manage things safely.

Staff	Numbers required
Crowd stewards	
Car park	
Lost and found children/vulnerable adults	
Event control	

Timetable

Schedule XXXXXX event – prior to event day							
Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete
	Pick-up event signage from sign writer	10am	12 noon	Van + Bill and Ben	Take cheque for payment	X Van booked	
Schedule XXXXXX event – event day							
Task	Start	Finish	Resources/ who	Notes	In Hand	Complete	
Stall holders arrive on site	7am	9am	Stalls coordinator -	All vehicles off site by	X stalls coordinator		

				Sam	9.30 and no further vehicle movements	briefed	
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Schedule XXXXXX event – post event

Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete
	Return generator	9am	10am	Van + Tom	Make sure cables go back	X	

Programme scheduling

Stage and arena programme for XXXXXX event							
Time	Stage programme	Arena programme	Face painter	Dog show	Street parade	Music stage	other
12:00	Opening		Face painter				
12:05							
12:10							
12:15	Changeover	Cooking demo			Street parade		
12:20				Dog show			
12:25							
12:30	Dance performance					1 st band xxxxxxx	

12:35							
12:40							
12:45							
12:50							
12:55							
13:00							

Contractors

Please list all contractors associated with your event. You will need copies of their risk assessments.

Security plan

Include your security plan here.

Stewarding plan

Include your stewarding plan here.

Emergency procedures

Please document the emergency procedures you will have in place for your event.

External threats and counter terrorism plans

Please document the external threats/counter terrorism you will have in place for your event.

First aid and medical

Please list the first aid and medical cover you will have at your event.

Infection control

Please list the first infection controls you will have at your event.

Electrical supply

If you are including electrical supply as part of your event, please provide details here.

Fire risk assessments

Please document how you have addressed the key areas of the fire risk assessment process listed above.

Inflatable play equipment

Please include here any inflatable play equipment you intend to have at your event.

Funfair/children's rides

Please include here any rides or fun fairs you intend to have at your event.

Temporary structures

Please provide a detailed list of all temporary structures you plan to bring onto your event site. Include the procedures you will follow to ensure all structures are supplied by a competent contractor.

Animals

Please provide a detailed list of all animals you plan to bring onto your event site. Include copies of all relevant licences and registration documents for each animal.

Local communication

Please document how you will let surrounding residents and businesses know about your event plans here.

Lost children and other vulnerable persons

Please document your lost children and vulnerable persons policy and procedures here.

Event day communication

Please document your plans for your event day communication for event staff and emergency services, both on site and off site, here.

Communication with visitors

Please document your plans for communication with your visitors on the day here.

Licensing Act 2003

If your event will include any licensable activity, please provide details here.

Insurance

Please confirm that you hold public liability insurance and include a copy of the certificate with your event plan.

Catering and food outlets

Document details of any catering and or food you plan to provide at your event here. You should also list details of any catering concessions in the Key event contacts – other section.

Drinking water

Document details of any drinking water you plan to provide at your event here.

Site capacity

Please include information about capacities of your site, if known, and the types of areas the public will have access to.

Toilets

Please outline your planned toilet provisions for your event based on your expected numbers and gender split here:

Media

Provide contact details for your media spokespeople and for those who will decide whether to grant permission to take pictures etc. at the event.

Vehicles

Please outline your vehicle policy for your event site here.

Traffic management

Outline any traffic, transport or parking plans for your event here.

Flying displays

Provide details of the Flying Display Director and the proposed display here.

Waste management

Document your waste management plans for your event here.

Recycling

Document your recycling plans for your event here.

High risk activities

Provide details here of any high risk activities, not detailed elsewhere, that you are proposing.

Fireworks/pyrotechnics

Document your firework/pyrotechnic plans for your event here.

Noise

Please list the elements of your event that could cause noise nuisance and document the plans you have in place to minimise it.

Weather

Please document your severe weather and event cancellation policy and procedures here.

Lighting

Document your lighting plans for your event here.

Camping

Document your camping plans for your event here.