Event Management Plan Template

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| --- | --- |
| **Event Name** |  |
| **Event Location** |  |
| **Event Date** |  |
| **Organisation** |  |
| **Document last updated** |  |

# Introduction

An Event Management Plan sets out the arrangements that are in place to ensure that an event is managed safely. This template provides guidance for event organisers of small to medium sized events in developing a detailed event management plan that will cover the majority of aspects associated with holding an event.

To use the template, save a new version and complete the sections that apply to your event (blue text act as prompts and examples for completion). Not all sections will apply to all events – you will need to decide which are relevant to your event and you may want to add additional information as necessary. Once you have completed the template, you can delete the guidance text.

**Remember that this is your document and the extent and degree of detail provided within the plan should be proportionate to the size and nature of the event.**

On completion of the document, it is recommended that the plan is thoroughly read through, and perhaps checked by a person who has not seen the plan before. In the event of an incident at the event, the event team, and the emergency services will be relying on the plan to know your event as well as the organising team do.

Our online [event guidance](http://www.chiltern.gov.uk/sag) includes information that will be useful when preparing your event management plan. Please take time to read this. You may also find the [Purple Guide](http://www.thepurpleguide.co.uk/) helpful, as it provides guidance on security, major incident planning, first aid, electrical safety, event communication, lost children, sanitary facilities and more. For information regarding small community events run by volunteers see: [Can-do-guide](https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events)

Whilst we appreciate that not all the information will be available, it certainly helps us to have some information at the earliest opportunity. Therefore, where possible we ask that you submit your event management plan and any other supporting documentation to the Safety Advisory Group **at least 3 months before your event** to allow time for things like licences to be issued, discussions to take place and road closures to be organised. The more notice you can give, the better. As a general rule:

* for events with up to 1,000 people, you need to give 3 months' notice
* for events with 1,000 – 5,000 people, you need to give 6 months' notice
* for events with over 5,000 people, you need to give 12 months' notice

If you have any questions about this template, please contact Environmental Health at environmentalhealth@buckinghamshire.gov.uk

Cornwall Council is acknowledged in the creation of this document

# Event management

## Event overview

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| *Provide a brief summary of what your event is, date and location. The description should also include the anticipated numbers and audience profile* |

##

## Application checklist

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| *Use the checklist below to record the licences and permissions you have applied for and supporting documentation submitted to the Safety Advisory Group* ***where applicable*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Checklist** | **Yes** | **No** | **N/A** |
| **Safety Advisory Group Notification Form**  |  |  |  |
| **Road Closure Application** |  |  |  |
| **Temporary Event Notice (TEN)** |  |  |  |
| **Risk Assessments** |  |  |  |
| **Traffic Management Plan** |  |  |  |
| **Site/route Plan** |  |  |  |
| **Noise Management Plan** |  |  |  |
| **Medical Plan** |  |  |  |
| **Emergency/Contingency Arrangements**  |  |  |  |
| **Public Liability Insurance** |  |  |  |
| **Any other consents and licences** |  |  |  |

## Key event management contacts

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| This section deals with the key individuals involved in the management of the event and others who are involved in the running of the event. An organising committee or individual(s) will have overall responsibility for the event and depending on the nature and scale of the event others will also have key tasks and responsibilities allocated to them.*The following table provides examples and will help identify the roles and responsibilities of the key people involved in managing and organising the event and the tasks that may need to be undertaken. This list is not exhaustive and there may be other roles and responsibilities you want to highlight that are specific to your event.* |
|  |
| **Name** | **Role** | **Responsibility** | **Contact Details** |
|  | Event Management | Overall responsibility |  |
|  | Production | Event infrastructure, ordering, delivery timings etc., suppliers and stallholders/participants |  |
|  | Volunteers | Volunteer recruitment, training and event day management |  |
|  | Stewards | Recruitment, training and event day management |  |
|  | Legal compliance | Risk assessments, licences and consents, fire prevention and first aid provision, noise management, site inspections,  |  |
|  | Welfare  | Toilets and wash facilities, catering |  |
|  | Waste Management | Organisation of waste collection and site clearance |  |
| Other key event contacts |
| You could include details of other people who will be involved with your event, such as suppliers, stallholders and emergency contacts.Complete the table below with details of any other key contacts for your event. Add more lines if necessary.  |
| **Suppliers (marquees, catering etc)** |
| **Organisation** | **Contact** | **Service** | **Contact details** | **Notes** |
|  |  |  | Email and mobile |  |
| **Participants** |
| **Organisation** | **Contact** | **Service** | **Contact details** | **Notes** |
|  |  |  | Email and mobile |  |
| **Attractions, artists and entertainment** |
| **Organisation** | **Contact** | **Service** | **Contact details** | **Notes** |
|  |  |  | Email and mobile |  |

## Staffing

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| 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. |

## Organisational structure

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| An 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. *The example below is a very simple structure. Make sure your organisational structure shows the levels of responsibility and how things will be communicated up and down these levels.* |

* Event manager
	+ Security manager
		- Security staff
			* Stewards
	+ Safety manager
	+ Production manager
		- Production staff
			* Crew
	+ Artist manager
		- Stage manager
			* Stage crew
	+ Volunteer manager
		- Volunteers

## Programme Schedule

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| Depending on the nature of your event, you may find it useful to create a schedule of tasks that need to be done before, during and after your event. This will help ensure you complete tasks on time and that things aren't forgotten. |
|  |
| **Schedule XXXXXX event – prior to event day** |
| **Date** | **Task** | **Start** | **Finish** | **Resources/ who** | **Notes** | **In Hand** | **Complete** |
|  |  |  |  |  |  |  |  |
| **Schedule XXXXXX event – event day** |
| Task | Start | Finish | **Resources/ who** | **Notes** | **In Hand** | **Complete** |
|  |  |  |  |  |  |  |
| **Schedule XXXXXX event – post event** |
| **Date** | **Task** | **Start** | **Finish** | **Resources/ who** | **Notes** | **In Hand** | **Complete** |

## Timetable

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| If your event has activities taking place at different times and locations across the event site, you may find it useful to programme your activities.For smaller outdoor events breaking your timetable into periods of between 5 and 15 minutes usually works well depending on the nature of your event. If your event includes on-stage entertainment, you may need a separate stage run sheet.*The template below may help you.* |

|  |  |
| --- | --- |
|  | Stage and arena programme for XXXXX 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 |  |  |  |  |  |  |  |

# Health and safety

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| Under the common law, voluntary organisations and individual volunteers have a duty of care to each other and others who may be affected by their activities. The Health and Safety at Work etc. Act 1974 is criminal law aimed at protecting employees and others who may be affected by work activities. It is enforced mainly by the Health and Safety Executive (HSE) and local authorities. Health and safety legislation does not, in general, impose duties upon someone who is not an employer, self-employed or an employee.These sections will help ensure you take all reasonable steps to ensure your event is safe and meets health and safety laws and guidelines. It is still possible to catch and spread COVID-19, even if you are fully vaccinated. Therefore, you should still manage your event in a way that will reduce the risk of spreading COVID-19. Further guidance can be found at [Events and attractions - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions) |

## Risk assessments and management

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| Risk assessments cover all health, safety and planning aspects of your event. You should develop your risk assessment early on, monitor it regularly and adjust it as necessary. As part of the Safety Advisory Group (SAG) process, you will be asked to provide a copy of your completed risk assessment, including one for fire and COVID-19. *You can download a template from our website.* |

## Risk assessments – contractors

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| Your contractors could include performers, stall holders/exhibitors, service providers and suppliers. When you select and appoint contractors, consider their suitability and competence for providing a safe and reliable service. You should request copies of their risk assessments and where appropriate, method statements so that you know that their activities are safe and will not conflict with other activities on site.*You should outline the arrangements you have in relation to liaising with contractors, receiving their risk assessments and method statements, the rules that you would want them to follow when on your site and the emergency procedures in place during the event.*  |

## Fire safety

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| You must ensure that you have suitable arrangements for the prevention of fire. A fire risk assessment should be undertaken to identify the fire hazards and risks of a fire starting and the risks to people. You must also identify the controls in place to remove these fire hazards and risks to people.As part of the Safety Advisory Group process, you will be asked to provide a copy of your completed fire risk assessment and the arrangements you have in place. *You can download a template from our website.**If you are having pyrotechnics or special effects, these will need to be detailed in the plan and the arrangements in place for their safe handling and use.* |

## Security

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| Some events require professional security to help with crowd control. Your risk assessment should identify what the security needs are which will depend on various factors such as the location and nature of the event, date, operating times, target audience and anticipated attendance numbers.Security at events must be [SIA (Security Industry Authority)](http://www.sia.homeoffice.gov.uk/Pages/home.aspx) registered. *Include your arrangements for security here.* |

## Stewarding

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| The duties of stewards are different to those of security staff. Like your security requirements, the number of stewards/marshals you need will depend on your risk assessment, location and nature of the event, date, operating times, target audience and anticipated attendance numbers etc.Stewards require pre-event training and briefings so they are fully aware of their duties and responsibilities.*Include your arrangements for stewarding here. You should also include how the number of attendees is to be monitored and controlled.* |

## Emergency procedures

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| You should document your procedures for fire, site evacuation, communicating with your audience in an emergency, contacting the emergency services and who will make decisions, etc. Include definitions, ie when an incident becomes major and is handed over to the police. You will need to share your emergency procedures with your event staff, contractors, volunteers and the emergency services. You should also document any contingency plans for example, in the event of severe weather:* Consider any weather conditions which may lead to your event being cancelled and how you will 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 for the site and what arrangements will be in place to mitigate any impact?
* How will your event management team decide if weather conditions are too risky for your event to go ahead?

*Document the emergency procedures you will have in place for your event here.* |

## First aid and medical cover

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| The [Purple Guide](http://www.thepurpleguide.co.uk/) provides a template to help establish your first aid, medical and ambulance requirements.*Outline the first aid and medical cover you will have at your event here.* |
| Electricity and Gas

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| Event organisers, contractors and others using electrical equipment must do all that is reasonably practicable to ensure that electrical installations and equipment at an event are properly selected, installed and maintained so as not to cause death or injury. Any electrical appliances and connections must be suitable for the environment they are to be used in. Any event that has electrical supply included must have a competent electrician sign off the installation before the event starts. Portable gas supplies must be installed, maintained and used in a safe manner and stored away from the general public and sources of ignition. *Outline your arrangements to ensure that electrical equipment and gas supplies are safe here.* |

Inflatable play equipment

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| If you are having inflatable play equipment at your event, you should 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
* You know when the equipment was last fully inspected
* You get full instructions on its safe operation
* The equipment is clearly marked with limitations of use (maximum user height etc.)

*You may wish to list any inflatable play equipment you intend to have at your event, including supplier information.*More specific guidance can be found at[Bouncy castles and other play inflatables: safety advice (hse.gov.uk)](https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm) |

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## Fun Fairs

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| If you are having rides or fun fairs at your event, you will need to make sure:* Any stand-alone ride or rides that are part of a fun fair are part of the [ADIPS (Amusement Device Inspection Procedures Scheme)](http://www.adips.co.uk/) scheme.
* The operator provides 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](http://www.hse.gov.uk/pubns/books/hsg175.htm).

*You may wish to include here details of any rides or fun fairs including supplier information.* |

## Temporary structures

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| 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 more than 28 days, you may need planning permission. **Larger temporary structures** such as lighting towers, grandstands and stages need to be signed off by independent engineers before they can be used.Where large temporary structures are built, as a minimum, suppliers must be competent to erect and dismantle the structure safely and should supply you with a copy of their public liability, relevant risk assessments and method statements for the installations and a signed hand over inspection once the structure is completed to say that it is safe and ready for use.*You may wish to include here details of the temporary structures to be used and where these are larger structures, more specific information about the design, position and supplier information.* |

## Animals at events

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| Owners and keepers of animals are responsible for the welfare of the animals under the [Animal Welfare Act 2006](https://www.gov.uk/animal-welfare). This includes the animals' transport, housing, food and how they are displayed to the public.*List the animal attractions you plan to have at your event and include copies of all relevant licences and registration documents for each animal as required.* |

## Communications

There are three main areas of communication for your event:

* Letting residents and businesses in the surrounding area know about your event plans before the event;
* Internal communications on the day of the event;
* Communicating with your audience on the day.

### Event communications – surrounding residents

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| Some events may cause a significant impact on local residents and businesses in terms of noise, numbers of attendees and traffic congestion and as a consequence you may feel it appropriate to contact them to let them know of potential disruption. *If this is the case, then you should include in your plan how you intend to do this.* |

### Event day communications – internal

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| You should have 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](#Key_EM_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.
* You should develop a communications plan for all staff, including stewards, so they understand how they should share information or report incidents during the event. This should also include how and who will contact the emergency services.
* *You may wish to include your communications plan here.*
 |

### Event day communications – audience

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| You will need to consider how you will communicate with the audience/attendees of your event. This could include flyers, site plans, signage, public address system, stage schedules, MCs and information points. |

## Lost and found children

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| You should have appropriate safeguards for lost and found children and all event staff and volunteers should be familiar with it. * Include arrangements for the safe care of children until such time that they can be reunited with their parent or guardian
* Provide a clearly advertised point for information on lost children
* It is recommended that there are at least two adults that have the appropriate [Disclosure and Barring Service (DBS) checks](http://www.homeoffice.gov.uk/agencies-public-bodies/crb/) in place looking after any lost children. Children should not be left with just one adult.
* All incidents need be logged and all details are recorded.
* It is recommended that you have a system of checks in place to ascertain the identity of parents/guardians before they are allowed to collect the child.
* Contact the police if the child is reluctant to go with the parent or guardian.

*Your procedures for dealing with lost children can be added here.* |

## Licensing

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| If you are planning an event where there will be entertainment, alcohol for sale, or hot food or drink for sale after 11pm, you will probably need to submit a **Temporary Event Notice (TEN).** If there are to be more than 499 participants at any one time, you may need a premises license and should seek the advice of the Licensing Team licensing@buckinghamshire.gov.uk*If your event will include any licensable activity, provide details here.* |

## Insurance

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| All event organisers must hold public liability insurance of £5 million. If you are holding an event on the highway, you may need public liability insurance of £10 million. You should also ensure that your contractors hold appropriate insurance. *As part of the SAG process, you may be asked to confirm that you hold public liability insurance and to provide a copy.* |

##  Catering and hospitality

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| *You can detail the catering and food provision arrangements here. You can also list details of any catering concessions in the Other Key Event Contacts list.**As part of the SAG process, you may be asked for more information about the catering arrangements.* |

## Site considerations

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| It is recommended that you have a detailed site plan. An accurate site plan will help you direct people to the correct part of the site when they arrive to set up and also help you plan how people will enter the site and move around it. You may want two versions of the site plan, one for event participants on the day and another for your management team. Your site plan should include: |
| Position of all temporary structures | Position of attractions and activities |
| Any other site infrastructure | Fencing or barriers (type and position) |
| Entry and exit points | Car parks |
| Emergency exits and assembly points | First aid points |
| Generator or power sources | Power supply runs (cables) |
| Information point | Lost children point |
| Water supply points | Toilet provision |
| *As part of the SAG process, you may be asked for a copy of your site plan, the more accurate and detailed the better.* |

## Spectators and viewing areas

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| *Include information about capacities of your site, if known, and the types of areas the public will have access to, here.* |

## Welfare arrangements

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| You should provide adequate toilets facilities for your event attendees, staff and contractors. You will also need disabled facilities plus separate sanitary facilities for caterers. The HSE guidelines for toilets numbers are provided below. |
| For events with a gate opening time of 6 hours or more | For events with a gate opening time of less than 6 hours’ duration |
| Female | Male | Female | Male |
| 1 toilet per 100 females | 1 toilet per 500 males and 1 urinal per 150 males | 1 toilet per 120 females | 1 toilet per 600 males and 1 urinal per 175 males |
| *Your plan should include the anticipated toilet provision based on your expected numbers and arrangements for monitoring, cleaning and emptying any facilities.**You may be providing drinking water for attendees and so you should include in the plan arrangements for adequate provision and how you will ensure that the water is safe to drink* |

## Vehicles on site and parking

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| 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.You will need to consider which vehicles will need to access the site for your event and decide which vehicles will need to remain on-site throughout your event and which will need to be off-site before the event opens?Any vehicle policy will also need to include whether any vehicles will need to move on the site during your event and if so how you intend to protect pedestrians? It will also need to include your car parking arrangements, if any and how you will marshal this safely. |

## Traffic management

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| Smaller community events will have limited impact on local roads, although this should still be considered when planning your event. Larger events can have a greater impact on local traffic and transport and will require additional assessments and detailed plans in the form of a specific Traffic Management Plan. You will need to consider:* How will your target audience travel to your event?

If you are proposing any [road closures](http://www.buckscc.gov.uk/environment/rights-of-way/mapping-the-network/traffic-regulation-orders/) or parking restrictions, you will need to apply at least three months' in advance to the County Council which will require a detailed Traffic Management Plan and signage plan. *Your Traffic Management Plan can either be a separate document or included here.* |

# Environmental considerations

## Waste management

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| Your event should have a waste management plan in place which should include how you will manage waste during and after your event, including details of bins, skips, recycling and litter picking? *You may wish to add your arrangements for dealing with waste here.* |

## Noise control

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| If your event has the potential to cause noise nuisance for example, from live music stages, fun fairs and public address systems, you should consider how you would minimise any noise impact on local residents. As part of the SAG process, you may be asked to produce a more formal Noise Management Plan which would detail the arrangements you have in place to minimise the impact. Depending upon the nature of the event, professional sound engineers may need to be employed. Therefore, you should consider:* your event location and identify anyone who may be affected by noise.
* identifying any potential noise sources that could cause noise nuisance and how you would monitor them.
* the action you would take if you found the noise to be too loud and provide nearby residents with an event day contact in case they need to make a noise complaint.

*You may wish to add you noise management arrangements here.* |

# Event Risk Assessment Template Form

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| --- | --- | --- | --- | --- | --- |
| **Event Name:** |  | **Date:** |  | **Venue:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **(1)****Activity / Area of Concern**i.e. what is taking place as part of the event? | **(2)****Hazards Identified**i.e. what can cause harm? | **(3)****Persons at Risk**i.e. who could be harmed by the hazard? | **(4)****Current Risk Factor (high, medium or low)**i.e. determine the level of risk | **(5)** **Actions to be taken to minimise each risk**i.e. what action can you take to lower the level of risk | **(6)****Person responsible**i.e. who is responsible for taking the necessary action |
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# Event Fire Risk Assessment Template Form

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| --- | --- | --- | --- | --- | --- |
| **Event Name:** |  | **Date:** |  | **Venue:** |  |
|  |  |  |  |  |  |
| **(1)****Activity / Area of Concern**i.e. what is taking place as part of the event? | **(2)****Hazards Identified**i.e. sources of ignition, fuel and oxygen? | **(3)****Persons at Risk**i.e. who could be harmed by the hazard? | **(4)****Current Risk Factor (high, medium or low)**i.e. determine the level of risk of a fire starting | **(5)****Current Risk Factor (high, medium or low)**i.e. determine the level of risk to people from a fire at the event | **(6)** **Actions to be taken to remove and reduce the hazards that may cause a fire** | **(7)****Actions to be taken to remove and reduce the risks to people from a fire** | **(8)****Person responsible**i.e. who is responsible for taking the necessary action |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Assessment undertaken by:**

Date:

Signature: