Event Management Plan

**<LOGO>**

<Event Name>

<Event Date and 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>

STRICTLY CONFIDENTIAL

The contents of this document are strictly confidential and are not to be copied or reproduced in anyway without permission of the document owner.

This is a working document and is subject to change.

<INSERT VERSION NUMBER> - <INSERT Version Date>

**Guidance notes on completing this plan template**

The Lincolnshire Event Safety Partnership (LESP) Event Organisers Handbook can be used as a guidance document when preparing your plan.

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.

Any guidance text should be deleted once the plan is ready for circulation.

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# Section 1 - Planning, event management and risk assessments

## Event location

Guidance - Provide address including postcode of event location.

## Event description, activities, programme and timings

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

## Audience and attendance

Guidance - Provide details of the audience profile, attendance numbers and admission restrictions and details of how crowd monitoring will take place (for larger events)

## Access, circulation and egress arrangements

## Event Infrastructure and contractors

Guidance - List and describe key event infrastructure and contractors

## Roles, responsibilities, command structure, contact details and competency

Guidance - 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

Guidance - 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
* SIA stewards
* Volunteers
* Marshals

##

## Event licensing and insurance

Guidance - Provide details of event licences and insurance

## External consultation and communication

Guidance - 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

Guidance - These may be included as an appendix to this plan.

Provide risk assessments for the event including the following:

* Build Up
* Live Event
* Breakdown
* Covid-19

# Section 2 - Venue and site design

**Consider venue and site suitability including but not limited to:**

Guidance -

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

Guidance - Also consider:

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

Guidance - Provide a site map which should be clear and easy to view and not a google satellite drawing. It 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 planning

## Emergency arrangements

Guidance - Include details of decision making and actions for:

* Show stop
* Postponement
* Event cancellation and an event cancellation policy

## Evacuation and emergency planning considerations for major incidents

Guidance - 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

Guidance - 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

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

## Resources

Guidance - Consider resources required for:

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

## First aid and medical provisions

Guidance - 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
* Number of first aiders
* 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

## Patient related information and records

Guidance - Describe arrangement for:

* Confidentiality arrangements and responsibility for record keeping
* RIDDOR reporting details – [read RIDDOR guidance on the hse website](https://www.hse.gov.uk/riddor/reportable-incidents.htm)
* 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

Guidance - 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

Guidance - These details may be included as an appendix to this document.

# Section 6 - Transport and traffic management

Guidance - Refer to [Register an event affecting the highway on Lincolnshire County Council's (LCC) web site](https://www.lincolnshire.gov.uk/traffic-management/register-event-affecting-highway)

On this page you can register your event and obtain more detailed advice regarding highways issues (including applying to erect temporary signs).

|  |  |
| --- | --- |
| If an application has been submitted to LCC Highways provide your EOH reference | EOH Ref: |

Guidance - It is recommended that you use an accredited traffic management provider who can ensure the event traffic management is set up legally and in accordance with the regulations.

## Traffic management plans and arrangements

Guidance - To consider:

* Access to your event
* Egress from your event
* 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

Guidance - These documents may be included as an appendix to this plan.

Guidance - List the roads you wish to implement temporary restrictions and what restrictions you require, such as:

* road closures
* diversions
* parking bay or taxi rank suspensions

Guidance - Where possible please include a clear map or traffic management plan.

# Section 7 – Working at heights

Guidance - Consider:

* Working at height means any work in any place where if there were no precautions in place, a person could fall a distance liable to cause personal injury
* Employers should ensure all work at height that they control is properly planned and organised
* Work at height should take into account weather conditions that could endanger health and safety
* Risk-assess work at height and take steps to avoid, prevent or reduce risks of falls, liable to cause personal injury
* Select the right access equipment for the job
* Workers should be competent in the work to be done and in the use of the equipment provided
* Ensure risks from fragile surfaces and falling objects are controlled
* Have an emergency rescue procedure in place to recover anyone who may have fallen and is suspended, such as from a lanyard or harness system

# Section 8 - Temporary demountable structures

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

Guidance - The erection of some temporary structures at entertainment events falls within the definition of construction work in regulation 2(1) of the Construction (Design and Management) Regulations 2015 (CDM). [Find out more information on entertainment events on the hse website](http://www.hse.gov.uk/entertainment/cdm-2015/introduction.htm)

## Documentation

Guidance - Provision of the following if applicable:

* Design concept and specifications
* Documentation and certification if applicable
* Construction drawings and calculations
* Erecting and dismantling plans

Guidance - These documents may be included as an appendix to this plan.

## Risk assessment and safe installation and break down

Guidance - 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
* CDM
* Adverse weather

Guidance - These documents may be included as an appendix to this plan.

## Pre event, during and post event safety checks

Guidance - Please provide details of what checks are being conducted, who by and when.

# Section 9 – Fire safety

## Fire risk assessment

Guidance - These documents may be included as an appendix to this plan.

Guidance - Fire risk assessment for the event to cover:

* Sources of ignition
* Combustible materials
* Fire prevention arrangements
* Catering stall and entertainment fire risks

## Fire precautions and site rules

## Methods of raising the alarm in the event of fire

## Firefighting arrangements

# Section 10 – Electrical and lighting

## Management of installations

Guidance - 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

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

Guidance - Provide details of:

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

## Portable equipment

Guidance - Include details of rules and arrangements including

* PAT testing
* Inspections
* Limitations

# Section 11 – Barriers and fencing

Guidance - Include details of:

* The barrier system or fencing (this is vital to ensure crowd safety)
* Who is the supplier? They will be able to provide all the necessary drawings, plans and risk assessment. They will be able to build it in the correct way to ensure it does not pose any risks to the general public.

# Section 12 - Crowd management

## Crowd monitoring arrangements

Guidance - Describe how crowd numbers will be monitored, measures, and managed

## Crowd management arrangements

Guidance - Describe arrangements for managing crowds including excessive crowds and pinch points

# Section 13 – Special effects including fireworks and pyrotechnics

Guidance - Describe the arrangements for special effects, including fireworks and pyrotechnics if applicable to your event including taking into account the following:

* Public firework displays at events must be properly planned and managed by a competent company or person (such as someone with sufficient training and experience)
* A risk assessment must be undertaken giving consideration to the weather conditions and location and in order to choose appropriate fireworks for the display and to provide contingency planning
* The public must be kept out of the display site – often this will require suitable barriers and stewarding
* Consideration should be given to environmental issues, including noise, debris and smoke
* Adequate arrangements must be made for clearing the site after the display

Guidance - For further guidance see:

* [Working Together on Firework Displays (eig2.org.uk)](http://www.eig2.org.uk/wp-content/uploads/WTOFD-Blue-Guide.pdf)
* [Giving your own Firework Display (eig2.org.uk)](http://www.eig2.org.uk/wp-content/uploads/GYOFD-Red-Guide.pdf)

# **Section 14– Amusements (including, fairground rides,** inflatable devices and entertainment)

Guidance - 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
* For inflatables and fairground information see:
	+ [Bouncy castles and other play inflatables on the HSE website](https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm)
	+ [Inflatable information on the Pipa website](https://www.pipa.org.uk/)
	+ [Fairground rides information on the ADIPs website](https://adips.co.uk/)

# Section 15 - Waste management

## General waste

Guidance - Provide details and arrangements for:

* Location of receptacles
* Number of receptacles
* Methods of collection
* Recycling
* Waste handling
* Removal of waste from site before, during and after the event
* Competency and licence of contractor
* Times of collection

# Section 16 - Noise

## Noise management restrictions

Guidance - Provide details of how noise will be managed including any limitations or site rules impacting event noise

## Noise monitoring and measuring

Guidance - Describe how event noise will be monitored including noise generated by build-up and break down.

## Noise complaints

Guidance - Describe how noise complaints will be managed

# Section 17 – Sanitation

Guidance - Include:

* Toilet provision (location, numbers and types)
* Wash facilities (location, numbers and types)
* Installation and maintenance
* Waste removal

# Section 18 - Campsites

Guidance - Provide details of all of the event’s camping including traders and artists who are camping and the arrangements for:

* Campsite design including access, egress and fire lanes
* Site rules
* Site densities
* Segregation of vehicles
* Provision of information and supervision
* Arrangements for fire (refer to section 8)
* Policies regarding LPG, open fires, barbeques
* Emergency arrangements
* Sanitation provisions
* Crime prevention
* Site services (lost and found, medical provision, waste)
* Site lighting
* Noise management (refer to section 14)

Guidance - Details of campsites and associated maps may be included as an appendix to this plan.

# Section 19 - Information and welfare

Guidance - Consider the provision of advance event information for visitors and information before and during the event such as:

* Terms and conditions
* Site plan, entertainment and facilities
* Welfare arrangements
* Crime prevention advice
* Suggestions for suitable clothing
* Food and shelter arrangements
* Personal security
* Essential health and safety measures
* Meeting points
* Pass out details
* Rules for alcohol and drugs
* Transportation and parking arrangements
* Site rules
* Details of how changes to the event will be relayed before and during the event
* Lost children or vulnerable adults
* Lost property
* Meeting points
* Emergency arrangements
* Information points
* Support for vulnerable or disabled visitors

# Section 20– Food, drink and water provision

## Food and drink provision

Guidance - Provide details of:

* Traders
* Food operator risk assessments and checks
* Licensing
* Insurance

Guidance - Documents may be included as an appendix to this plan.

## Food hygiene and safety Guidance -

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

## Water provision

Guidance - Include details of:

* Water supply
* Responsibility for checks
* Storage
* Location plan
* Prevention of contamination
* Contingency arrangements

# Section 21 – Safeguarding children and young people

Guidance - Describe safeguarding arrangements for:

* Children
* Young People
* Vulnerable adults

Guidance - [Child & Vulnerable Person Policy - Lincolnshire Resilience Forum](https://www.lincolnshireresilienceforum.org/resources/lost-found-child-vulnerable-person-policy/)

# Section 22 - Animal welfare

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

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

# Section 23 – Dealing with crime and disorder

Guidance - Include:

* Check if the acts being booked have a record for attracting particular crimes or behaviour
* Make sure attendees know where to buy tickets and what they can and cannot do on site
* Know who is working on site and check they are legitimate
* Details of how you will record details of incidents

# Section 24 – Unmanned aircraft (drones)

Guidance -

* Be aware of the potential risks from drones at your event
* Establish a drone policy and statement
* Make sure that event and security staff are fully aware of their roles and what they can and cannot do
* It is a criminal offence to interfere with a pilot who is in control of a drone in flight

[Further guidance on drones is available on the CAA website](http://www.caa.co.uk/Consumers/Unmanned-aircraft-and-drones/)

# Section 25 – Working with the Police

Guidance - Include:

* Event organisers should be clear that they are responsible for public safety
* It is up to organisers to decide whether police should be involved in their event
* Where organisers decide to employ the police, they should establish a written contract stating the manpower, hours and duties of the officers involved.

# Section 26 – Staff welfare

Guidance - Describe arrangement for the management of paid staff (event personnel, security, stewards or marshals), volunteers or contractors

Guidance - 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 27 – Coping with the weather

Guidance – Include:

* Consider potential weather hazards and in your risk assessment
* Historical data can help identify potential risks
* Be aware of any severe weather warnings and take appropriate action to protect both those working on site and attending the event
* Be aware of the risks from excess sun or cold weather exposure, particularly for those working on site
* Make sure that structures are suitably rated and properly secured for high winds
* Be aware of the risks from lightening and consider the action that may be needed if it occurs

# Section 28 – Counter terror and safety information

Guidance – The Lincolnshire Event Safety Partnership has also produced a counter terror guidance for event organisers. You may want to include some of the information in your event management plan.

[Counter Terror Guidance for Events - Lincolnshire Resilience Forum](https://www.lincolnshireresilienceforum.org/resources/counter-terror-guidance-for-event-organisers/)

# Section 29 – Covid-19

Guidance - note: The information contained in this chapter sets out good practice that should be considered by event organisers. However, it is industry guidance and does not necessarily cover everything that organisers need to consider for a particular event.

Guidance - It should be noted that a pandemic situation can evolve quickly, and regulations may change equally fast.   Due to regional variations, local requirements may vary from those nationally.

Guidance -

* A Covid-19 health risk assessment should be undertaken
* Regular cleaning and disinfection are important
* Good ventilation is a key factor in preventing infection
* Avoid crowding and pinch points
* Consider on site illness

Guidance - You should provide information on the above points