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| **Event management plan**  **template and guidance** |
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**December 2019**

**Introduction**

This template has been produced to aid event organisers in planning safe events. By using this document as a guide, organisers can ensure that all safety aspects have been considered.

In each section, guidance notes are included to indicate the issues to be considered.

The plan should be completed alongside other guidance, some of which can be downloaded from https://www.derbyshireprepared.org.uk/get-involved/hosting-public-event/

It should be remembered that the headings in the template are by no means exhaustive, and if the organiser considers a part of their event ought to be detailed in the plan, then it should be added. Also note that not all parts of the template may be relevant for every event and therefore can be deleted.

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. Should an incident occur at the event, this plan should be available for the emergency services.

If there are any queries on the use of this plan, please contact the Derbyshire Events Safety Advisory Group, via emergency planning at Derbyshire County Council:

Tel: 01629 538364

Email: [emergency.planning@derbyshire.gov.uk](mailto:emergency.planning@derbyshire.gov.uk)

**Event Management Plan**

**Event name**

**Event date and times**

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| Owned by:  Version:  Date submitted:  Review date: |

**Contents**

|  |  |
| --- | --- |
|  | **Page** |
| **1. Event overview** |  |
| Event description |  |
| Location |  |
| Description of the site and the surrounding area |  |
| Dates and duration |  |
| Entrance/exit points |  |
| Attendance |  |
| Audience profile |  |
| Event organisers |  |
| Tree of responsibility |  |
| Roles and responsibilities |  |
| Contacts |  |
| Temporary structures |  |
| Entertainment |  |
| Licensing |  |
| Catering and hospitality |  |
| Noise management |  |
| Welfare provision |  |
| Lost children/vulnerable persons |  |
| Litter |  |
| CCTV |  |
| **2. Crowd management** |  |
| Security/stewarding companies |  |
| Barriers |  |
| Management of attendee numbers |  |
| **3. Communications** |  |
| PA system |  |
| Radio |  |
| Loud hailers |  |
| Telephone |  |
| Signage and public information |  |
| Media handling |  |
| **4. Traffic management** |  |
| **5. Medical and first aid cover** |  |
| **6. Police** |  |
| **7. Fire risks** |  |
| Fire risk assessment |  |
| Fire extinguishers |  |
| Pyrotechnics and special effects |  |
| **8. Risk management** |  |
| Risk assessments |  |
| Incident recording |  |
| RIDDOR |  |
| Health and Safety Executive/enforcing authority |  |
| Insurance |  |
| Counter terrorism |  |
| Weather |  |

|  |  |
| --- | --- |
|  | **Page** |
| **9. Incident management** |  |
| Emergency vehicle access |  |
| Event evacuation plan |  |
| **10. Appendices** |  |

**1. Event overview**

**Event description**

*Include a brief description of your event. Think of it as how you would describe it to someone who has never been before.*

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**Location**

*Describe the detailed location, including the local authority area in which the event will be located, closest major road(s).*

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**Description of the site and the surrounding area**

*Give a general description and link to plans in the appendix.*

*HINT: you may be able to print aerial views of your site from the internet.*

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**Dates and duration**

*Include details of the build-up and break down schedule of the event (preparatory/ closedown activities), as well as the event itself. If specific happenings are likely to attract a larger number of people, include information in this section.*

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**Entrance/exit points**

*Enter details of how the public enter or exit the site. If your event has complex entrance/exit arrangements eg separate entrances for ticket or cash sales, pre-sold entrance points or is an enclosed area please add more detail to this section.*

*HINT: maps or diagrams may help make things clear.*

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**Attendance**

*Include your expected attendance figures. For an all-day/multiple day event this should include maximum expected/allowed attendance and the maximum at any one time.*

*For any buildings to be occupied for the event you should consider any existing occupancy levels and maximum occupancy based on existing exit space, evacuation rates and appropriate evacuation routes.*

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**Audience profile**

*Note that your audience profile will help you when planning for risks and ensures that you put in place control measures and facilities appropriate to the event. For example, if organising a tea dance, it is not likely that you would need to provide baby changing facilities, but should ensure that there are plenty of rest areas available. Previous history, entertainment type and ticket sales will all help to indicate the audience profile.*

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**Event organisers**

*Please detail who the event organisers are. You should also detail any relevant qualifications or experience.*

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**Tree of responsibility**

*Give a brief overview of the chain of responsibility for the main roles within the event. Identify who is responsible for what and give further details in the ‘Roles and responsibilities’ section below.*

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**Roles and responsibilities**

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| *Give details of the main roles* | *Brief explanation of the responsibilities* |
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**Contacts**

*Provide a full list of contacts with contact numbers should the user of this plan need to get in touch with anyone involved in your event. Ideally you should provide an e‑mail address, landline and mobile number for each person.*

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**Temporary structures**

*Please detail any temporary structures that will be used at the event eg grandstands, stages and marquees. You should provide details of how the safety of such structures is ensured through their appropriate design/materials, correct siting/positioning and procedures for their safe erection/dismantling.*

*Details of competent persons/contractors to be used and their associated risk assessments should be included.*

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**Entertainment**

*Various types of entertainment may take place at an event. Please detail here the types of entertainment which are planned for your event, including the times and locations.*

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**Licensing**

*Some events will require either a premises licence or temporary event notice due to having licensable activities – sale of alcohol, late night refreshments or regulated entertainment (entertainment provided to an audience for the purposes of entertaining them eg play, sporting event, live/recorded music etc). Contact licensing well in advance of the event for further advice. List any license details here.*

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**Catering and hospitality**

*Detail the business and contact details of any contractors/food businesses providing catering for your event. If applicable, describe the catering facilities you are offering and where they are located on your site map.*

*You should advise environmental health of contractors to be used as soon as they are confirmed.*

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**Noise management**

*You will need to consider any amplified sound and how it is managed to ensure safety and potential nuisance issues are addressed including type of noise, volume levels, monitoring arrangements etc. You should contact environmental health to inform them of anticipated noise levels and for any further advice/guidance.*

*Enter your arrangements for noise management here.*

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**Welfare provision**

*Provide details of your welfare arrangements including providers/contractors, numbers of facilities and arrangements for monitoring, cleaning and replacing those facilities as required. Facilities may include:*

* *Toilet facilities*
* *Changing facilities*
* *Shower rooms*
* *Drinking water provision*

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**Lost children/vulnerable persons**

*Detail here the arrangements for safeguarding and reuniting lost children or other vulnerable persons with carers, parents or guardians. You can identify any lost child/ rendezvous point on the site map.*

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**Litter**

*Consideration needs to be given to the cleansing requirements before, during and after the event. Provide details of any contractors/local voluntary groups involved with a description of the arrangements in place.*

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**CCTV**

*You should enter details of any CCTV availability for the event. This should include details of the provider, who is responsible for operating the CCTV and the level and quality of coverage. There may be data protection requirements if CCTV is in use, eg the provision of warning notices.*

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**2. Crowd management**

**Security/stewarding companies**

*Stewarding or security staff will be needed for the following types of duties:*

* *Searching at entrances*
* *Badge checking*
* *Rapid response*
* *Crowd monitoring*
* *Emergency evacuation*
* *Control and direct the public as required*
* *Monitor fire exits and fire equipment*

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**Barriers**

*Provide details of where barriers are to be used including:*

* *Type of barriers to be used*
* *Company supplying and installing them*
* *Number to be used.*

*It may be useful to show details where barriers are to be used on a site plan.*

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**Management of attendee numbers**

*Provide details here of how the number of attendees at the event are to be monitored and controlled, eg ticketed event/monitored entrances and exits.*

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**3. Communications**

**PA system**

*Detail any PA systems in use at your event. If the entire site is not covered, please detail which parts are not covered and how these areas can be communicated with.*

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**Radio**

*Use of radios should be considered and details of their use recorded in this plan (for example - who has them and what channel they are being allocated).*

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**Loud hailers**

*Detail here where loud hailers can be located if in use at the event, and list those trained and confident in use.*

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**Telephone**

*This section should contain details of any landlines, or any known difficulties with mobile phone networks in the area of the event. It should also detail other alternative communication methods in the event of problems with telephone communication.*

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**Signage and public information**

*Provide details of any signage or public information facilities being used to direct persons round the site, provide important information eg welfare facilities, first aid points, lost children etc and restrict the public from certain areas if required.*

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**Media handling**

*Where the event may attract media attention, senior members of the team should be ready and prepared to give statements about the event. Details of persons responsible and statements to be given should be detailed here.*

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**4. Traffic management**

*The traffic management of an event is the responsibility of the event organiser. You should liaise with the highways department, the local police and any stewarding company involved in managing the road, to write a traffic management and parking plan. The aim of this is to promote safe attendance at the event and minimises disruption to the community.*

*You should enter details of any special event temporary traffic regulation orders and signage plans requiring approval by the highways department.*

*You should also supply details of any arrangements in place with local public transport companies providing transport to and from the event.*

*You should also consider any implications for persons attempting to arrive at the venue on foot.*

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**5. Medical and first aid cover**

*Details of the first aid and medical cover for your event should be detailed in this section. There are minimum requirements which must be met and the Events Industry Forum’s* [*Purple Guide*](https://www.thepurpleguide.co.uk/) *includes examples of first aid and medical assessments.*

*You should identify where each medical facility/first aid point is located on your site and you may wish to identify this on your site plan.*

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**6. Police**

*This paragraph should include details of any agreed police involvement in the event including:*

* *traffic management of the event*
* *police presence on site during the event*
* *general notification to the local police force of the event and potential impact.*

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**7. Fire risks**

**Fire risk assessment**

*A fire risk assessment must be carried out for all locations and details of any risks identified and the way that they are to be managed should be written.*

*You can outline the approach to the risk assessment here and main issues identified. The full risk assessment could be attached in the appendix.*

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**Fire extinguishers**

*Provide details here of the type, number and location of fire extinguishers to be provided at the event.*

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**Pyrotechnics and special effects**

*Provide details of any pyrotechnics and special effects that you will have at your event.* *These should be carried out by a registered company who can provide adequate risk assessments that you can incorporate into your arrangements to ensure they are set off safely.*

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**8. Risk management**

**Risk assessments**

*Indicate where risk assessments from both yourself and any contractors can be found and any significant issues arising.*

*Further guidance on completing risk assessments can be found at:*

[*http://www.hse.gov.uk/risk/index.htm*](http://www.hse.gov.uk/risk/index.htm)

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**Incident recording**

*The event control should maintain a record of everything that occurs throughout the event. You should detail your arrangements for recording and keeping records of such information for events. See also the RIDDOR guidance below.*

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**RIDDOR**

The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) require certain incidents to be reported to the local authority health and safety/HSE by law. RIDDOR information must be included in the incident log.

For details and reporting procedure of RIDDOR see the [HSE website](http://www.hse.gov.uk/RIDDOR/).

**Health and Safety Executive/enforcing authority**

*You should enter details of the enforcing authority for your event here should you wish to contact them to advise further of an incident. Council managed events are enforced by the HSE. Commercial events will be enforced by the local authority environmental health service.*

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**Insurance**

*Provide details of your insurers and the level of cover provided for the event.*

*HINT: you may wish to append a copy of the relevant certificates of insurance to your plan.*

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**Counter terrorism**

*Consider the current national threat level to the UK from terrorism and the potential threat of a terrorist attack at your event. If necessary, put appropriate measures in place. Further information relating to terrorism and the current threat level can be found on the* [*MI5 Security Service website*](https://www.mi5.gov.uk/counter-terrorism)*.*

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**Weather**

*Identify who is responsible for monitoring weather forecasts in advance and during the event, who this information will be passed to and where the information will be obtained. You should record what the arrangements will be in the event of extreme weather (eg cancellation criteria).*

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**9. Incident management**

**Emergency vehicle access**

*Detail any dedicated emergency vehicle access routes and rendezvous points or any public routes or locations that may be used for emergency vehicles.*

*You can refer to these on the site map.*

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**Event evacuation plan**

*Detail here emergency evacuation details for visitors as well as the event team and contractors, including car parks.*

*You can refer to these on the site map and provide further details in the appendix.*

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**10. Appendices**

**Attach here:**

* **site plans**
* **risk assessments**
* **fire risk assessments**

**and associated event documents to compliment the event plan.**