Event Management Plan

Name of your event

Date of your event

|  |  |
| --- | --- |
| Created by: |  |
| Date of Creation: |  |
| Date of review/update: |  |
| Review Date: |  |

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***Once you have finished making changes to this document,right click on the contents box above and select update table, update table numbers – this will update the pages in the contents list above.***

*The purpose of this document is to provide broad guidance notes for event organisers planning to hold an event in Bath and North East Somerset Council. The document also provides sections that should be completed to help you develop a detailed Event Management Plan (EMP). It is recommended that you save a new version of the document and complete all sections in red; after all sections have been addressed you will have an EMP for your event. Remember to delete all the guidance text in italics once you have completed the template.* ***It is important that you understand and act upon the details you are putting into this document.***

*The success of any event is always dependent upon adequate pre planning and it is essential that you allow enough lead-time to ensure that your event is a success. By addressing the why, what, where, when and who early in your planning process, it will help you to make informed decisions during the event planning process.*

***Why*** *– it really is worth asking this question at the very beginning, sometimes you may find that the answer is not immediately obvious. By addressing the why it will help your organising committee establish the core values of your event. Establishing the core values will help you design your event and develop the ‘who’ and therefore ‘what’ elements you should include as part of your event programme.*

***What*** *– you need to decide what it is that you will present at your event. Your core values will provide direction here. Knowing who your target audience is will help you identify what elements should be at your event. Try to put yourself in the shoes of someone from your target audience, what are their interests, what will attract and excite them at your event.*

***Where*** *– some things that should be considered when deciding on your event venue include: site area, access, community impact, transport, car parking, ground conditions and existing facilities such as toilets. It is also worth considering your venue in terms of your target audience, is the location accessible to your main target audience?*

***When*** *– consider your event date in terms of some of the following: other events, day of the week, do your opening times suit your audience and the likely weather conditions at that time of the year.*

***Who*** *– this is one of the most important points to consider in your pre planning process. Identifying the ‘who’ will come from your ‘why’ and the identification of the core values. Your ‘who’ may also mean you need to give special consideration for facilities such as young children, teenagers, the elderly or disabled.*

# Introduction

*Provide a paragraph here that is an executive summary of the event.*

*Keep in mind that you are trying to provide a description to someone who knows nothing about your event with as much information as possible in a succinct paragraph or two. Include details of the history of the event (how many times has it operated before? Venue, expected audience profile and expected attendance)*

# Event Contacts

*Populate the table with the names, roles, responsibilities and contact details of the key people involved in organising your event.*

*All events should have one person who is ultimately responsible for all aspects of the event. Depending on the nature and scale of the event a number of other people will have key tasks and responsibilities allocated to them, but will report to the event manager.*

**Key Event Management Staff**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Responsible for** | **Mobile Number**  |
|  | Event Manager | Overall responsibility for event |  |
|  | Safety Officer | Risk assessments, legal compliance, fire points, site inspections |  |
|  | Steward Supervisor | Manages all stewards on site |  |
|  | Volunteer Coordinator | Volunteer recruitment, training and event day management |  |
|  | Production | All event infrastructure, ordering, delivery timings etc |  |
|  | Stallholders Management | Send out and receive forms, distribute car passes, site on arrival |  |

*Populate the table with all the other key contacts for your event.*

*The event organiser should start collating the details of all people that will have some involvement with your event. This could be event suppliers, stallholders, emergency contacts, council contacts etc. While it is not necessary that the events team have this list it is important that you create a comprehensive list. This helps with your event planning and event management on the day just in case someone is late or doesn’t turn up.*

**Key Contractor Contacts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **Contact Name** | **Service** | **Contact details** | **Notes**  |
| ABC marquees | Joe Bloggs | Marquee | Mobile and email | Quote sent –need to confirm |
|  |  | Toilets |  | Have briefed on event |
|  |  | Generators |  | Require payment on the day |
|  |  | Stage |  |  |
|  |  | Traffic Management |  |  |
|  |  |  |  |  |

**Stallholder’s contacts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **Contact Name** | **Activity/Goods**  | **Contact details** | **Notes**  |
| British Legion | John Smith | Information/Tombola | Mobile and email  | 3mx3m gazebo |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Staffing

*List here the other staff that will be required to deliver your event. It is important that you think carefully about your event and the level of staffing that will be required. It is easy to underestimate how many people will be required to plan and successfully run your event. Following an event design process and completing a risk assessment will help to ensure that you allocate adequate staff to the event, ensuring it is effectively managed and is safe for the public and your staff. You may find it useful to mark the steward locations on a map, in an emergency situation steward numbers can be used to locate staff and act quickly.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Location** | **Name** | **Mobile** | **Hours** |
| Steward 1 | Car Park Gates | John Smith | Mobile number | 10:00 – 18:00 |
| Steward 2 | Main entrance | Jim Bean | Mobile number | 8:00 – 18:00 |
| Steward 3 |  |  |  |  |
| Steward 4 |  |  |  |  |
| Cleaner | Toilets |  |  |  |
| Litter Picking | Event Site |  |  |  |

# Organisational Matrix

*Create a simple organisational matrix below. For smaller and community based events an organisational matrix should still be developed. It helps everyone understand the management structure and who is responsible for what. It is also an essential element in your emergency response planning. If an incident occurs it is crucial that your staff, the public or emergency services know the chain of command. The below example is a very simple structure, you should highlight the levels of command and the protocols for communication up and down the hierarchy.*

Emergency Services

Event Manager

Safety Officer

Security Manager

Volunteer Manager

Security Staff

Volunteers

Production Manager

Stewards

Artists Manager

Production Staff

Stage Manager

Crew

Stage Crew

# Event Schedule

*Populate the table with your event schedules.*

*It’s important that you produce and document an event day programme; this not only helps your event management on the day but also allows you to promote your programme to your audience prior and during the event. A production schedule is also an essential element in successful event management, it ensures tasks are done on time and not forgotten, with so much to think about it is easy to forget things if you don’t document each and every task. Regardless of the scale of the event you should document what needs to be done prior, during and after the event to ensure all tasks are carried out in a timely manner. A simple production schedule that can be used is provided below with an example in each.*

|  |
| --- |
| **Pre- Event Day** |
| **Date** | **Task** | **Start** | **Finish** | **Resources/ who** | **Notes** | **In Hand** | **Complete** |
| 20/06/2013 | Pick-up event signage from sign writer | 10am | 12 pm | Van + Bill & Ben | Take cheque for payment | X Van booked |  |
| 20/6/2013 | Mark out field | 9am | 1pm | Dave | Outline as per site plan |  |  |
| **Event Day** |
| **Task** | **Start** | **Finish** | **Resources/ who** | **Notes** | **In Hand** | **Complete** |
| Stall holders arrive on site | 7am | 9am | Stalls coordinator - Sam | All vehicles off site by 9.30 and no further vehicle movements | X stalls coordinator briefed  |  |
| Bins arrive – put out around field | 8am |  | Dave | 10 bins |  |  |
| Generators delivered | 8am |  | Steve | Sign for |  |  |
|  |  |  |  |  |  |  |
| **Post Event Day** |
| **Date** | **Task** | **Start** | **Finish** | **Resources/ who** | **Notes** | **In Hand** | **Complete** |
| 25/06/2013 | Return generator | 9am | 10am | Van + Tom | Make sure cables go back | X |  |
|  |  |  |  |  |  |  |  |

# Programme of Activities

*You can use the below table as a template to develop a run sheet for your event.*

*A run sheet is a useful tool when your event has multiply activities occurring across the day at different locations within the event site. For example you may have a stage, arena area and walkabout entertainment. Therefore it’s important you programme all the activities in a sensible and logical manner to make the event flow for your audience. For example you could programme an arena act to start shortly after a stage act has finished, this gives time for a stage changeover without a total absence of entertainment to keep your audience entertained. Run sheets can be as detailed as seconds for a stage production, however for smaller outdoor events increments of between 5 and 15 minutes usually works well. An example of a basic run sheet is provided below.*

|  |
| --- |
| **Stage and arena programme** |
| **Time** | **Stage programme** | **Arena programme** | **Face painter** | **Walkabout theatre** | **Bubble blower** | **Balloon modeller** | **Other** |
| **12:00** | Mayor opening |  | Face painter |  |  |  |  |
| **12:05** |  |  |  |  |  |  |  |
| **12:10** |  |  |  |  |  |  |  |
| **12:15** | Changeover | Bike demo |  | Walkabout 1 | Bubble blower |  |  |
| **12:20** |  |  |  |  |  |  |  |
| **12:25** |  |  |  |  |  |  |  |
| **12:30** | Dance performance |  |  |  |  | Balloon modeller |  |
| **12:35** |  |  |  |  |  |  |  |
| **12:40** |  |  |  |  |  |  |  |
| **12:45** |  |  |  |  |  |  |  |
| **12:50** |  |  |  |  |  |  |  |
| **12:55** |  |  |  |  |  |  |  |
| **13:00** |  |  |  |  |  |  |  |

*A separate stage run sheet should be developed that is in minute increments, this helps to ensure a professional and seamless stage programme is presented.*

# Method Statements

* 1. Insurance

*As stated in the Terms and Conditions all event organisers must hold public liability insurance to the value of £5 million. You must also ensure that any contractors that you are engaging also hold public liability insurance and any other appropriate insurance, i.e. product liability, employee insurance.*

*You will also need to ensure that you hold copies of all contractors’ relevant insurance and that copies of such can be provided to the Events Office upon request*

*Please confirm that you hold public liability insurance to the minimum value of £5 million and that a copy of the policy has been forwarded to the Events Office.*

* 1. Temporary Structures

*The use of temporary demountable structures at events is an area that is broad and complex. For a small event it may simply be some market stalls and a marquee. Larger events and festival may include stages, grandstands, lighting towers, gantries, site offices etc. Depending on the scale and types of structure, different authorities will be required to be involved in the approval process. If structures are planned to be in place for extended periods of time then planning permissions may be required. Larger temporary constructions would require independent engineers to sign-off structures before they can be used. So you can see that this is an area that requires careful consideration by the local authority prior to approval.*

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

* *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 relating to the product they are supplying for your event*
* *Suppliers will 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* [*here*](http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm)

* 1. Food Provision

*Document details here of any catering and or provision of food you plan to provide at your event. Please note that all details of any catering concessions should be listed under Key Contractor Contacts.*

*Event Organisers must ensure that any food and drink handled, prepared and served at the event is safe to be consumed. You must check that any water supply available on your event site is potable and safe to use for drinking and food preparation activities. All food handling, preparation and service must be undertaken in hygienic conditions compliant with food law. Bath and North East Somerset’s food safety team will be happy to provide you with advice on safe catering. If you are using outside caterers you must ensure that they are food registered with their local council - this is a legal requirement. Bath and North East Council’s food safety team can advise you on how to ensure that a business is registered. The Food Team may be contacted on telephone number 01225 477508. Registered food businesses may also be included in a national food hygiene rating scheme and you can check what ‘score rating’ a food business has received by searching on the scheme website www.food.gov.uk/ratings or by asking the food trader for proof of their latest score. General advice on food related matters is also available on the Food Standards Agency website www.food.gov.uk*

* 1. Toilets

*You are required to provide adequate toilets facilities for you event attendees, staff and contractors.*

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

*The HSE guidelines for toilets numbers are provided below. More information on Sanitary Facilities at your event can be found in the HSE Event Safety Guide – Chapter 14 page 88.*

*Be conscious that you will need to provide disabled facilities and separate sanitary facilities for caterers.*

|  |  |
| --- | --- |
| ***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 + 1 urinal per 150 males* | *1 toilet per 120 females* | *1 toilet per 600 males + 1 urinal per 175 males* |

* 1. Waste Removal/Recycling

*It has never been more important for event organisers to put in place plans to minimise their environmental impact.*

*It is essential that your event has a recycling plan in place and that it is carried out. For small community events this could be as simple as labelling some bins to encourage people to separate their waste into a range of categories and then making sure that these are taken to the council provided recycling bins located around the borough.*

*Larger events will need to demonstrate that they have a sound recycling strategy in place or are employing a professional recycling organisational to manage recycling on the day.*

*Document your recycling plans for your event here*

*Points for consideration:*

* *Make sure your concessions and food suppliers have appropriate policies and procedures in place in regards to providing biodegradable containers and systems for the disposal of dirty water, cooking oil etc*
* *Think through how you will encourage people to place the appropriate waste into the correct receptacle. Contaminated recyclable materials could mean that the materials need to be sent to landfill*
* *How will you keep the site clear of waste? Will this be the remit of stewards or volunteers?*
	1. Electricity

*If you are including electrical supply as part of your event please document the details here.*

*Temporary electrical installations are subject to the same standards and regulations as permanent electrical installations and must comply with the general requirements of the Electricity at Work Regulations 1989. Any event that has electrical supply included must have a competent electrician sign-off the installation prior to the event starting. Click here for detailed information on* [*electrical safety*](http://www.hse.gov.uk/electricity/index.htm)

* 1. Lost Children and Vulnerable Adults

*Document here what your lost children and vulnerable adult policy and procedures are.*

*You must ensure that you develop a safeguarding policy and make all event staff and volunteers familiar with the procedures and policy. Some important points to consider when developing your policy are:*

* *Identify arrangements for the ‘safe’ care of children/vulnerable adult until such time that they can be reunited with their parent/s or guardian*
* *There should be a clearly advertised meeting point for information on lost children*
* *Lost children should never be left in the care of a sole adult, always ensure that there are at least two adults that have the appropriate DBS(Disclosure and Barring Service) checks in place. More information on DBS can be found* [*here.*](file:///%5C%5Cosiris%5Cusers%24%5CStenneA%5CHalton%20Council%20Files%5C%E2%80%A2%09https%3A%5Cwww.gov.uk%5Cgovernment%5Corganisations%5Cdisclosure-and-barring-service)
* *Please provide us with the names of your DBS staff along with their certificates or registration numbers.*
* *If a lost child is found and reported to one of the event staff a message should be communicated to all event staff as per the communication plan (radio, phone, in person to event control point) that a ‘code word’ at ‘location’. Two staff should then remain with the child at this point for a period of 10 minutes to allow for a possible quick reunification.*
* *If after 10 minutes there has been no reunification then the child should be taken to the designated lost children’s point by two members of staff. If possible this point should be adjacent to your event control point or the first aid/medical area.*
* *All incidents need be logged, ensuring all details are recorded.*
* *The DBS checked staff should try to ascertain a description of the child’s guardian, their name, mobile number if known and a description.*
* *The child and the parent/s guardian should not be reunited until a match has been established. To this if a parent comes to the lost children’s point claiming they have a lost child they must provide a signature and identification along with a description of their child, this could include age, clothing, hair colour, height etc.*
* *If there is any reluctance from the child to go with the adult then you should inform the police.*
* *Once a lost child incident has been resolved you must inform all staff that the ‘code’ has been resolved. Complete the report and log.*
* *The B&NES safeguarding policy can be found* [*here*](http://www.bathnes.gov.uk/sites/default/files/tlc_safeguarding_policy_10_08_2012.pdf)
	1. Funfairs and Inflatable’s

If you plan to have bouncy castles, rides or a fun fair at your event you must carry out a number of checks and collect a range of documentation before the Events Office will grant approval for these to be present at your event.

*Include here any inflatable play equipment you intend to have at your event.*

*Points you will need to address before approval is granted for any piece of inflatable play equipment are:*

*Is the operator conforming to the PIPA Scheme?*

*Have they carried out the daily checks on the equipment as required by EIS7*

*When the equipment was last fully inspected?*

*Will you get full instructions on its SAFE operation?*

*Has the inflatable a PIPA tag?*

*Do you have a copy of the current PIPA test certificate for this equipment?*

*If it is set it up with the blower unit at 1.2 metres distance will it still fit on my site?*

*Is the equipment clearly marked as to its limitations of use (max. user height etc.)?*

*Are you a member of a relevant association (AIMODS, NAIH or BIHA)?
(Check this against the relevant web site listing (See Participating Organisations)*

*Do they have £5 million Public Liability Insurance?*

*Further guidance on the British Standards and law relating to inflatable play equipment is available on the PIPA Inflatable Play Inspection Scheme* [*website*](http://www.pipa.org.uk/index.asp)

*Include here any rides or fun fairs you intend to have at your event.*

*Points you will need to address before approval is granted for any ride or fun fair are:*

*Any stand-alone ride or rides that are part of a fun fair must be part of the ADIPS (Amusement Device Inspection Procedures Scheme) scheme*

*The operator must provide you with a copy of their In Service Annual Inspection papers*

*The operator must also confirm in writing that that adhere and operate under the HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice*

*Further information is available on the HSE* [*website*](http://www.hse.gov.uk/pubns/etis8.htm) *in regards to the ADIPS scheme.*

* 1. Noise

*The most obvious elements that have the potential to cause noise pollutions issues are live music stages, fun fairs and public address systems. No event that has the potential to cause noise nuisance will be granted approval until confirmation has been received from Environmental Health that they are happy with your plans.*

*Document what elements of your event have the potential to cause noise nuisance and what plans you have in place to mitigate this.*

*Points to consider:*

* *Selection of location for your event*
* *Larger events that have a music stage will always have to employ a professional sound engineer and they must liaise with Environmental Health to establish agreed sound levels*
* *Residents should be provided with an event day contact from your organisation that can be contacted on the day should they wish to raise a noise complaint.*
	1. Filming and Drones

*If you intend to film at your event you will need to inform our Film Office and apply to do so, further details can be found at* [*https://www.bathfilmoffice.co.uk/*](https://www.bathfilmoffice.co.uk/)

*The same applies to the use of drones, and further information along with the code of contact can be found here:* [*https://www.bathfilmoffice.co.uk/drone-filming*](https://www.bathfilmoffice.co.uk/drone-filming)

* 1. Animals

*You must obtain consent from the Council in writing before you may bring any animal’s onsite for exhibition, performance or entertainment. The Authorised Officer may prohibit the use of any animal at the Event which they consider may pose a danger to the public.*

*Event Organisers may use only the animals which are listed on the Event Application form and any updates to that list, which must be submitted to the Authorised Officer for approval at least 7 days before the animals are to be brought to the Site.  Copies of all relevant licences / registration documentations for each animal must be provided with the application form.*

*The Hirer shall be responsible for the welfare of the animals, which are to be transported, housed, fed and displayed to the public in a manner suitable and appropriate to the animals’ needs. The Hirer shall furthermore at all times abide by the obligations and the duty of care imposed on him by the Animal Welfare Act 2006.*

*Provide a detailed list of all animals you plan to bring onto your event site. Include copies of all relevant licences / registration documentations for each animal.*

* 1. Surface and tree protection

*If your event requires a large amount of equipment to come onto the site you may need to consider installing track way to protect the ground.*

*Document here your plans for minimising damage to the parks ground and trees.*

* 1. COVID-19 Health and Hygiene

*Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.*

*The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs, sneezes or talks.*

*Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness. Currently, there are no specific vaccines or treatments for COVID-19.*

*For up to date information on COVID-19 in the UK visit:* <https://www.gov.uk/coronavirus>

*As the events industry gets to grips with a new world of social distancing and increased hygiene requirements you will need to rethink a number of aspects at your event, such as:*

* *Social Distancing*
* *Staff Hygiene*
* *Catering Areas*
* *Public Hygiene Stations*
* *Payment & Cash Handling*
* *Personal Protective Equipment*
* *Event Medical*
* *Event Security*
* *Outbreak response*

**Useful links:**

National Outdoor Events Association: <https://noea.org.uk/resources/covid-19/>

Government Guidance: <https://www.gov.uk/coronavirus>

Health and Safety Executive: <https://www.hse.gov.uk/coronavirus/index.htm>

Events Industry Forum – [Keeping Workers & Audience Safe during COVID-19](https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19)

Document your COVID-19 Policy here, including details of how you will ensure the event is COVID compliant, how social distancing will be implemented and hygiene measures increased.

Outdoor events, that are organised by businesses, charitable organisations, and public bodies, may have more than 30 attendees provided (i) they have carried out a thorough risk assessment and (ii) taken all reasonable steps to mitigate the risk of viral transmission, taking into account that risk assessment, in line with Covid-19 Secure guidance. This includes ensuring that social distancing between different households or support bubbles is maintained at all times, and between staff and performers. In particular, those operating venues or running events following COVID-19 Secure guidelines should take additional steps to ensure the safety of the public and prevent large gatherings or mass events from taking place.

Licensing

Premises and TEN (Temporary Events Notice)

*A Premises Licence or Temporary Event Notice (TEN) may also be required for your event.*

*The following activities are covered by the* [*Licensing Act 2003*](http://www.legislation.gov.uk/ukpga/2003/17/contents)

* *Supply of alcohol*
* [*Regulated entertainment*](http://www.culture.gov.uk/what_we_do/alcohol_and_entertainment/4060.aspx)
	+ *Performance of a play*
	+ *Exhibition of a film*
	+ *Indoor sporting event*
	+ *Boxing or wrestling entertainment*
	+ *Performance of live music*
	+ *Any playing of recorded music*
	+ *Performance of dance*
* [*Late night refreshment*](http://www.culture.gov.uk/what_we_do/alcohol_and_entertainment/4050.aspx)

*For guidance on Licensing please contact 01225 477531 or go to* [*Licensing Act*](http://www.bathnes.gov.uk/services/business/licences)

*If your event is including any licensable activity please provide details here.*

PRS and PPL Licence

*A PRS music licence is required by anyone using or intending to perform music (live, DJ,TV, radio etc) in public and in venues. It is the organiser’s responsibility to obtain a PRS licence. Obtaining a PRS licence gives blanket coverage so that the licence holder does not have to seek individual clearance for every single piece of music used.*

*For further information and an application form visit: www.prs.co.uk/musiclicence or call 0800 068 4828*

*Please provide details of any recorded or live music you plan for your event.*

# Communications

*The importance of communications when planning and delivering an event is paramount. You need to consider three main areas of communication when developing your event.*

* *Communicating with your planning team pre event to ensure all people are aware of all what is being proposed. It is also essential that you communicate your event plans to the residents and businesses in the surrounding area, the earlier the better.*
* *Communications on the day of the event, ensuring that there is a clear communications plan in place and that all stakeholders are familiar with the plan. You also need to make sure that you have the practical tools to make the communication plan work on the day; this could include radios, mobile phones, runners (staff to run errands and messages) and a public address system.*
* *Audience communication needs to be considered to make the visitor experience enjoyable and seamless. Elements here could include flyers, site plans, signage, public address system, stage schedules, MC’s and information points.*

***Residents***

*Document here how you are going to communicate your event plans to surrounding residents and businesses. It is recommended that you deliver letters with information about the dates, times and activities that are taking place at your event and include contact details for further queries or issues on the day. A template is available on request via the Events Office.*

***Audience***

*Document here what plans you have in place for communication with your audience on the day e.g. signage, brochures, site maps etc.*

***Staff***

*Document here what plans you have in place for your event day communication for event staff and emergency services, both on site and off site.*

*Key points to consider when developing your plan are: Ensure that under Key Event Management Contact you list phone contact details and radio channel details if radios are being used*

*Ensure that via your organisation matrix all people working on your event understand the chain of command and therefore who they will contact should they need to report an incident or cascade information*

*Your communications plan needs to be developed taking into consideration the organisational matrix and the emergency response plan.*

*More information on event communication can be found in the HSE Event Safety Guide Chapter 5 Communication – page 42*

# Medical Provision

*Document here what first aid and or medical cover you will have at your event and where it will be located.*

*The* [*Purple Guide*](http://www.thepurpleguide.co.uk/) *provides a template that helps you establish your first aid, medical and ambulance requirements. See also* [*Medical Guidance*](http://www.bathnes.gov.uk/sites/default/files/siteimages/event_medical_guidance_24.07.2015.docx)

# Fire Safety

*You must address the area of fire safety for your event. As stated under Risk Assessments you need to include the risk of fire in your event risk assessment.*

*Confirm here that you have addressed the fire risk in your event risk assessment. Also document how you have addressed the key areas of the fire risk assessment process highlighted below:*

* *Identify the fire hazards, i.e. sources of ignition, fuel and oxygen*
* *Identify people at risk within and surrounding your site and those at highest risk*
* *Evaluate the risk of a fire occurring and evaluate the risk to people should a fire occur*
* *Remove or reduce fire hazards and remove or reduce the risks to people*
* *Consider the following: detection and warning, fire fighting, escape routes, signs and notices, lighting, maintenance*
* *Recording significant findings and action taken*
* *Prepare an emergency plan*
* *Inform and instruct relevant people, provide training*
* *Keep assessment under review and revise where necessary*

*Useful resources for fire safety planning include:*

[*http://www.communities.gov.uk/publications/fire/firesafetyassessment*](http://www.communities.gov.uk/publications/fire/firesafetyassessment)

*Fire Safety Risk Assessment – open air events and venues (downloadable from above website)*

*Guide to Fire Precautions in Existing Places of Entertainment and Like Premises – Home Office – Chapter 13 page 136 ‘Special Provisions for Temporary Structures and places of Entertainment which are under cover in otherwise open air situations’*

# Emergency Procedures

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

*Once again your risk assessment should help you document your procedures. Think about what you will do if a fire occurs, where on the site will you evacuate people? How will you communicate this instruction to your audience? Who will take responsibility for these decisions? What systems do you have in place to contact emergency services?*

*What threats could occur? Could your event be vulnerable to a terrorist attack? Does your event require Hostile Vehicle Mitigation? Do you have a procedure for corrosive substance attacks?*

*It is important that you document your procedures and communicate this with all your event staff, contractors and volunteers, as well as making the emergency services aware of your event. Emergency procedures will always include definitions, i.e. when does an incident become major and therefore the management of the incident is handed over to the police.*

*Further guidance can also be obtained from the HSE Event Safety Guide page 31 Chapter 4 – Major Incident Planning*

*Have you made considerations if the death of a national figure fell on or around the date of your event?*

# Crowd Management

*Most events, although not all, will require some professional security. The main purpose of security and stewarding is crowd control and it will be your risk assessment that will identify what your security requirements will be. When assessing the security needs of your event give consideration to the following; venue location, date, operating times, target demographic, planned attendance numbers, fenced or open site etc.*

*Document your security plan here.*

*Security at events must be SIA (Security Industry Authority) registered. More information is available at* [*http://www.sia.homeoffice.gov.uk/Pages/home.aspx*](http://www.sia.homeoffice.gov.uk/Pages/home.aspx)

*More information on security at outdoor events is available in the HSE Event Safety Guide Chapter 6 Crowd Management – Page 51*

*In addition to your own organisations staffing requirements you will also need to consider stewarding requirements.*

*Document your stewarding plan here.*

*Some key points to consider when developing your plan are:*

* *Your risk assessment will help you identify your requirements*
* *Stewards require training and briefings to ensure they are fully aware of their duties and responsibilities*
* *You must ensure that you develop a communications plan for all staff, including stewards as they need to understand how they can cascade information or report incidents during the event*
* *Give consideration to; venue location, date, operating times, target demographic, planned attendance numbers, fenced or open site etc*

# Transport Plan

*Smaller community events will have limited impact on traffic and parking, however it is still important that you give this consideration when planning your event. Larger events can have significant impacts on local traffic and transport and will require extensive risk assessments and detailed plans dealing specifically with traffic and transport. It is important that through your risk assessment you consider traffic, transport and parking no matter what scale your event is.*

*Outline any traffic, transport or parking plans you have in place for your event.*

*Points to consider when developing your plans:*

* *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 suspensions? Email* *event@bathnes.gov.uk* *at the earliest opportunity to discuss your proposals. Road closures require a minimum of 8 weeks lead time and in all cases the more notice provided the better.*
* *How many vehicles can the car park hold?*
* *What route will visitors take to the event site?*
* *Will your event cause additional pollution? What will you do to prevent/minimise this?*

*Outline here what your vehicle policy is for your event site.*

*Points to consider when developing your vehicles on site policy:*

* *As part of your emergency planning (and included on your site plan) you should have clearly marked emergency ingress and egress routes. Ideally this should be a sterile route however this may not always be possible and you therefore need a procedure in place for the safe ingress and egress of emergency vehicles.*
* *What vehicles will need to access the site for your event?*
* *What vehicles will need to remain onsite throughout your event and which will be off-site before the event opens?*
* *Are there any vehicles that will need to move on the site during your event? It is strongly recommended that you avoid the need for this, however if it is needed you should have a rigid procedure in place and ensure that all people involved in your event are fully briefed on the protocol.*

# Risk Assessment

*The Health and Safety at Work Act 1974* [*http://www.hse.gov.uk/legislation/hswa.htm*](http://www.hse.gov.uk/legislation/hswa.htm) *is the primary piece of legislation that covers health and safety at work. Even if you are a community organisation with no employees it is still your responsibility to ensure that your event and any contractors are operating legally and safely. It is essential that you have taken all steps that is reasonably practical to ensure your event is safe and complies with all health and safety law and guidelines.*

*Provide a copy of your completed risk assessment. There is a template available to download from our* [*website*](http://www.bathnes.gov.uk/services/sport-leisure-and-parks/event-organisers-information/event-organisers-toolkit)*.*

*The risk assessment process in not an option when planning an event, it is an absolute necessity and no event will be granted permission until a suitable risk assessment has been completed. Guidance notes are provided on this form that will lead you through the risk assessment process. It is important that a risk assessment is not just something you do because it is a legal requirement, it is the single most important tool to ensure you cover all health, safety and planning aspects of your event. A risk assessment is a ‘fluid’ document that should be developed early, constantly monitored, adjusted and shared widely with internal and external stakeholders.*

*The first step in the process is to develop a risk register, do this with your planning group and brainstorm every identifiable risk. Each identified risk will then be dealt with via the risk assessment template. You must include the fire risk within this assessment.*

*Further guidance is available from the* [*HSE (Health and Safety Executive) 5 Steps to Successful Risk Assessment*](http://www.hse.gov.uk/risk/fivesteps.htm)

# Risk Assessments from Contractors

*Please list here all other contractors associated with your event that you will need to collect copies of their risk assessments. Some examples could be a fun fair ride, face painter or walkabout performer. Remember that you as the event organiser hold ultimate responsibility for any element of the event you contract in.*

# Site Plan

*Please include a copy of your site plan within this document or as separate attachment.*

*A site plan must be submitted for each and every event. As this template has been designed to assist smaller event organisers we do not expect you to supply a site plan of a standard that we would anticipate from a larger professional event organiser, however the more accurate and detailed the plan the better. It will help you execute the site build and production elements of your event.*

*Your site plan should include the following:*

* *Placement of all temporary structures*
* *All other site infrastructure*
* *Any fencing or barriers*
* *Generator or power sources*
* *Power supply runs (cables)*
* *Entry and exit points*
* *Emergency exits and assembly points*
* *First aid points*
* *Information point*
* *Lost children’s point*
* *Vehicle entry points*
* *Any event décor, i.e. flags, banners etc*

*Be aware that you may want to create two versions of a site plan, one that you would use at the site on the day to provide event participants with information and another version that is purely for your management team. Accurate site plans are very helpful when you are doing the site build as you are able to clearly direct people when they arrive on-site to their correct position. Site plans are also a useful tool in the event design process as you can plan how people will enter the site, how people will interact with the site and how people will move about the site.*

*\*\*Please note the Events Office can supply PDF files of all the major parks. These can be imported into MS Word/Publisher and then the Drawing Tools in Word used to plug-in the elements of your event. Google Maps is also a tool that can be used to develop a site plan.*