

**HOW TO CREATE AN
EVENT MANAGEMENT PLAN**

Event Management Plans

Large and major events should be backed up by an Event Management Plan which covers all the safety and organisational aspects of the event.

It should be produced in conjunction with your risk assessment - the risks you identify should inform your decisions about the way the event will be managed.

If the event is being considered by Bath & North East Somerset Council's Safety Advisory Group for Events, they will want to see your Event Management Plan at least one week before you meet with them.

This A-Z Guide covers the type of information that should be included within your plan. It is not an exhaustive list and further information may be requested by the Safety Advisory Group for Events depending on the nature of the event.

The bigger the event and/or the riskier the activities, the more detailed the plan should be.

About the event

- Provide a description of your event: what will be happening, who it is aimed at, the purpose of the event, what you hope to achieve

Accessibility

- Access arrangements for people with disabilities
- Additional facilities for deaf and disabled people
- How you will communicate with people with hearing or visual impairments

Amusements, attractions and displays

- Stages
- Workshops
- Processions
- Stalls
- Displays
- Anything else that is being brought along to your event for the audience to view or participate in
- Explain how you will ensure all amusements, attractions and displays will be safe

Children

- How you will deal with lost children – where the lost children's point will be located and how you will make contact with the parents (e.g. PA announcements)

- Names, dates of birth and addresses of the employees/volunteers who will staff the lost children's point and details of their CRB checks

Communications

- Location of the central event control point and details of who will staff it
- Details of radio system and the channels that will be used
- Arrangements for communicating with the public in the event of an emergency
- Contact details for the event organisers and any other key members of staff

Contractors

- Details of sub-contractors. The event organiser remains responsible for the actions of their sub-contractors and should ensure they are fully briefed on the Event Management Plan

Emergencies

- Contingency plans for emergencies such as bomb threats, injuries or fire
- Protocols for communicating with the public during an emergency
- Evacuation plans

Entry to the event

- How you will secure the site
- How you will monitor the number of attendees
- Whether there will be a queuing system
- Whether there will be any admissions policies, e.g. age restrictions or search policies. If yes, how these policies will be publicised

Hazardous substances

- Details of any hazardous substances that will be on site during the event (e.g. LPG, chemicals)
- Storage arrangements

Medical cover and first aid

The level of first aid cover should be based on your risk assessment and the advice given in the HSE Event Safety Guide. You can refer to the First Aid at Events advice (see link on the Event Organiser's Toolkit page of this website) for more information. The Event Management Plan needs to state:

- Location of the first aid point, details of who will be staffing it and what qualifications they hold
- If there will be an ambulance on site, details of who will be providing it and where it will be located
- Details of any other medical provision
- Details of your public liability insurance cover

Noise management plan

A noise management plan should be produced for any event where there is a risk of noise nuisance:

- Identify all potential sources of noise nuisance
- Detail steps that will be taken to minimise the risk of nuisance
- Detail how complaints received before, during and after the event will be addressed

Refuse and waste

- The number and type of receptacles that will be provided
- Arrangements for emptying the receptacles and litter-picking after the event has finished

Site layout

Include a full, detailed site map which shows:

- Entry and exit points
- Emergency evacuation access routes
- Event control point
- Lost children's point
- First aid point
- All attractions (rides, caterers, stages etc)
- The location generators / power / water etc
- All key distances / measurements
- The location of fencing / trackway plan if required
- Details of ground protection if required

Stewarding and security

- How crowds will be managed when arriving, leaving and circulating around the site
- How an incident will be controlled
- How many stewards / security staff you will use, how they will be easily identifiable, and where they will be stationed

Temporary Structures

- Details of any temporary structures that will be at the event, e.g. marquees, stages, lighting columns
- Loading calculations
- Details of the contractors who will be assembling and disassembling the structures
- Confirmation that the structures will not be used until a certificate of compliance has been provided by the contractors

Toilets

- The location, number and type of toilets that will be provided
- Arrangements for installing/removing any portable facilities

Traffic management plan

A detailed, illustrated traffic management plan is an essential part of the Event Management Plan:

- **Access and egress** – Entrance and exit routes to/from the site, emergency exits (including details of signage and lighting), ground protection (if there is a likelihood of poor weather), any provisions to minimise congestion on surrounding roads
- **Parking** – Car parks, entrance and exit routes, signage, stewards, pedestrian walkways, lighting (if the event will take place in dusk or darkness), ground protection (if there is a likelihood of poor weather), any suspensions of existing parking bays
- **Road closures** – Road closure locations, diversionary routes, barriers, signage, stewards, access for emergency vehicles
- **Public transport** – How the event will impact on local services, details of consultation with local providers

Utilities

- Details of any generators that will be on site and who will be providing them
- The name of the competent person (e.g. NICEIC qualified electrician) who will be installing any electrics
- Arrangements for the provision of free drinking water
- If the event will take place in hours of dusk or darkness, how you will ensure there is adequate lighting

Vehicles on site

- The times when vehicles will be on site before, during and after the event
- For what purpose the vehicles will be on site
- The types of vehicles that will be used
- The routes that vehicles will take across the land and how they will be enforced (e.g. barriers, stewards)
- What steps will be taken to ensure damage is not done to land not usually used by vehicles

Working at height

- Whether any employees or contractors will be working at height, and what steps will be taken to ensure their safety