

Safety Advisory Group for Events - Event Management Plan Checklist

Event Title -	Action by date
Introduction – brief event description	
Full events contacts list	
Staffing - organisational roles and responsibilities	
Full production schedule/activities	
Insurance	
Temporary Structures - structural plans and other technical documents	
Food Provision – details of concessions , food safety certificates	
Toilets	
Waste Removal/Recycling	
Electrical information and safety certificates	
Child Protection and Vulnerable Adult Plan	
Noise - noise nuisance and occupational noise	
Filming and Drones	
Animals	
Surface and Tree Protection	
Licensing – Premise or Temporary Events Notice (TEN – up to 499 people) Control of alcohol and drugs	
Communications –how will you communicate with visitors, residents and staff	
Medical Provision - First aid and medical plan	
Fire Safety - Fire risk assessment, LPG, other flammable sources	
Emergency Procedures – Fire, Evacuation, Terrorist Threat, Hostile Vehicle Mitigation, Corrosive Substance Attack etc	
Considerations for death of a national figure landing on or around event dates	
Crowd Management - control arrangements and emergency evacuation plan	
Security and stewarding plan	
Transport logistics plan - is the park and ride operating, how will visitors reach you?	
Vehicle movements on site – pedestrian segregation	
Traffic management plan including - road closures, Traffic Regulation Orders (TRO)	
Parking arrangements including - withdrawal of facilities	
Pollution	
Risk assessment + contractor risk assessments	
Site Plan - Map and plan of the site/route with evacuation exits and routes	
Organiser competencies	