



EVENT MANAGEMENT PLAN TEMPLATE

1. Introduction

This template has been produced as a guide to assist event organisers in planning safe and successful events. By using this document as a guide, organisers can be ensured that they have covered key safety aspects. Guidance notes are included throughout the template in each section to indicate the issues that event organisers should consider.

This plan should be completed in conjunction with other available guidance available from a range of sources including the Health and Safety Executive, The Purple Guide, Gren Guide and the 'Event Safety Guide.

It should be remembered that the headings and guidance within this document are not exhaustive, and if the organiser considers that a part of their event should be detailed in the plan, then it should be added. Also note that not all parts of the template will be relevant for all events and these should be removed / added by the event organiser as appropriate and relevant to their event.

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. As in the event of an incident at the event, the event team, and the emergency services will be relying on the plan to know your event as well as the organising team do.

1.1 Event Planning Considerations

Key things to consider when planning an event are:

Where?

- Make sure the location you have chosen is adequate for the proposed event.
- Do not forget to consider any impacts on the local community.
- How easy it will be for people to get to the location and any car parking requirements.
- Consider the suitability of the location, ground conditions and any existing hazards which may be on site such as bodies of water and overhead powerlines etc.
- Consider whether or not emergency routes will be adequate.

When?

- Consider the time of year, including the consequences of extreme weather conditions at an outside event.
- The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc.
- Lighting for the event if it is to be held in the evening or during reduced daylight hours i.e., winter periods.
- The event should not clash with any other major events in the area.

Who?

- Identify the aims of the event.
- Are particular groups or types of people to be targeted such as young children, teenagers, elderly or disabled persons etc?
- If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.

What?

- Decide on the type of activities to be held.
- Will there be any specific hazards?
- If possible also try to establish the size of the proposed event and whether or not an entrance fee / ticketing system will be used.

If there are any queries on the use of this plan, please see the list of contacts in the Appendices, who may be able to assist you further.

Event Management Plan

Event Name:	
Event Date:	
Event Time(s):	
Event Location(s):	
Plan Owner(s):	
Version:	

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Event Overview

Event Description

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

Describe the Site and Surrounding Area(s)

Give a general description and link to plans in the Appendices.

Note: you may be able to print aerial views of your site from the internet and paste them here.

Entrance / Exit Points

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

Note: maps or diagrams may help make things clear.

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.

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. Previous history, entertainment type and ticket sales will all help to indicate the audience profile.

Temporary Structures

Please detail any temporary structures that will be used at the event e.g. grandstands, stages and marques.

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 / contracts to be used and their associated risk assessments should be included in the appendix.

All suppliers will need to supply you with a copy of their public liability and employee insurance certificates.

Suppliers must provide a signed hand over inspection once the structure is complete to state that it is safe and ready for use.

Event Management Structure

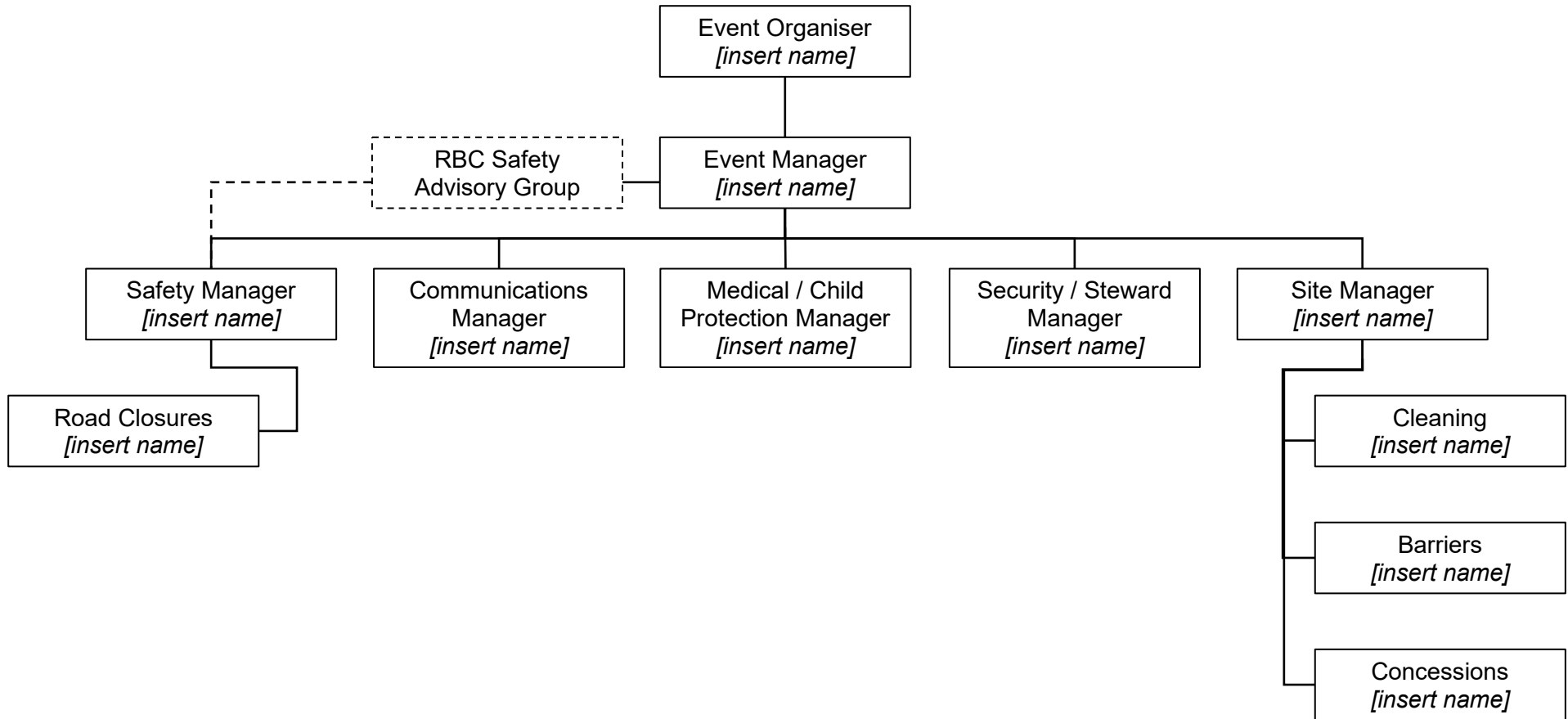
Insert names and roles – an example organisation chart can also be seen overleaf. Each of the roles also include a brief overview of the responsibilities, this ensures clarification and ownership of tasks. The list is not extensive and can be amended as required. The organisational chart will help ensure everyone involved in your event understands who is responsible for what, and it links in with your emergency planning, as if there is an incident during the event, your staff / volunteers and any emergency responders will need to know the command structure and who to liaise with.

Name	Role	Responsibilities
	Event Organiser	<ul style="list-style-type: none"> • The person or community group that is organising the event
	Event Manager	<ul style="list-style-type: none"> • Overall person in charge • Licensing requirements
	Safety Manager	<ul style="list-style-type: none"> • Risk assessments • Legal compliance • Fire points and evacuation • Site inspections
	Communications Manager	<ul style="list-style-type: none"> • Responsible for public communication and media liaison • Producing advertisements etc • Ticketing
	Security Manager	<ul style="list-style-type: none"> • Recruitment of appropriately qualified security firm • Ensuring they are trained to an appropriate level • Event day liaison with security personnel
	Site Manager	<ul style="list-style-type: none"> • Responsible for all event infrastructure; toilets, catering etc.
	Volunteer Coordinator	<ul style="list-style-type: none"> • Volunteer recruitment • Volunteer training • Volunteer event day management
	Production Manager	<ul style="list-style-type: none"> • Coordinate and management of the stage and event timing
	Medical / Child Protection Manager	<ul style="list-style-type: none"> • Arranging appropriate medical cover in line with medical needs assessment

		<ul style="list-style-type: none">• Recruitment of appropriately DBS persons for lost child point• Event day management
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For contact details for the above event staff please see appendices.

Event Management Plan



[A simple organisation structure which can be adapted and changed to suit the needs of individual events. Not all roles will be relevant and some may need to be added as required. Insert names of individuals responsible for each role. A copy of this should be displayed during the event for all staff to see, in addition to the contact details.]

Event Timeline

Depending on the nature and complexity of the event, an event timeline should be completed (please note this is not exhaustive as a template, so please use, adapt and delete as appropriate).

Below two event timelines have been provided – you should delete as appropriate the one not in use.

The first template is suitable for events that are limited to one contained location e.g., village hall or marquee, with limited events going on within it. You should list everything that needs to be done before, during and after your event. This will help to ensure you complete tasks on time and things are not forgotten.

Template 1:

Time	Activity	Response Person
<i>Day 1 – [insert date]</i>		
<i>Day 2 – [insert date]</i>		

The second timeline is more suited to complex events that have activities taking place at different times and at different locations across the event site. You may for example have a stage area, an arena, fair ground etc. For each of the areas a separate timeline should be developed. Depending on the nature of the event, you may wish to develop a timeline that runs in shorter time intervals as opposed to the displayed 30 minute intervals below. This will also depend on the complexity of the event programme for example, if you are running a stage event you may wish to create a separate stage run sheet broken down.

Template 2:

Time	Area 1	Area 2	Area 3	Area 4	Area 5
20:00	Stage set up		Fair ground		
20:30					
21:00		Stall set up			
21:30	First Act				
22:00	Break				
22:30					
23:00	Second Act				
23:30	Third Act				
00:00					

Catering and Hospitality

Provide the names of any food businesses, their addresses, local authority they are registered with, details of the last food hygiene rating received and contact details.

If applicable, describe the catering facilities you are offering and where they are located on your site map.

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
- Baby changing facilities
- Drinking water provisions

Litter / Cleansing Services / Grounds Maintenance

Considerations 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.

The Council can provide residual and recycling waste bins, collection and disposal of bins after the event. Please contact wsusupport@rugby.gov.uk to book the service and for their charges.

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.

Licensing

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

Detail any licensing details here.

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 or guidance.

Enter your noise management arrangements here.

Lighting

You should consider the time of day or year that the event is due to take place, as you may need to install temporary lighting.

Also consider if temporary lighting is required, the set up and dismantling of equipment on site. If temporary lighting is installed, ensure it is done by a competent contractor.

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 e.g., the provision of warning notices.

Crowd Management

Security / Stewarding Arrangements

Provide details of any security / stewards including:

- *Details of provider / company / volunteers*
- *Numbers to be provided (including different levels of provision at different times during the event, if appropriate)*
- *Method they can be identified*
- *Duties e.g., searching at entrances, badge checking, rapid response, crowd monitoring, emergency evacuation, control and direct the public as required, monitoring fire equipment etc.*
- *Communication methods*
- *Reference to pre-event briefings e.g., how will stewards be made aware of emergency arrangements and the arrangements for their own health and safety.*

Barriers

Provide details of where barriers are to be used including:

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

It may also be useful to detail where the barriers are to be used on the site plan.

Management of Attendee Numbers

Provide details here of how the number of attendees at the event are to be monitored and control e.g., ticketed event, monitored entrances and exits.

Communications

Residents and Businesses in the Surrounding Area:

Consider the following:

- *Event clashes with other local activity*
- *Roads and parking*
- *Informing residents and businesses to avoid conflict and confusion*
- *Involve residents and businesses in the planning i.e., take their comments into considerations*
- *A liaison for contact on the day in the event of any issues*

Internal Communications During the Event

Detail any communication systems / mechanisms e.g., PA system, Radio, Loud Hailers, and Telephones in use at your event. Consider site coverage, sufficient training of systems, who will be issued and any particular channels if relevant.

Signage and Public Information

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

Media Management

Where the event may attract media attention, senior or lead members of the team should be ready and prepared to give statements about the event. Details of persons responsible should be detailed here. Public address scripts can be added to the appendix.

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 for the event which aims 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.

Rugby Borough Council Car Parks

A list of Council owned car parks can be found online via: [Town centre parking - Rugby Borough Council](#)

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 these are outlined in HSG195.

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.

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

Fire Precautions and Equipment

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

Consider fire alarms, who will take control? Will you do a roll call? How will you ensure the site is fully evacuated? Where will you evacuate to? Who will liaise with the emergency services e.g., the fire service?

Pyrotechnics and Special Effects

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

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>

Incident Recording

The Event Control should maintain a record of everything that occurs throughout the event.

Detail what procedures should be followed in the case of accidents. How will they be recorded? How will you get first aid attention to them? Who is responsible for this process?

You should detail your arrangements for recording and keeping records of such information for events. See also the RIDDOR guidance below.

RIDDOR Reporting

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 should be included in your incident log.

A summary of injuries and occurrences which must be reported include:

For IMMEDIATE reporting

- *Death (also to Police)*
- *Major Injury –*
- *Amputation,*
- *Fracture (except fingers and toes)*
- *Loss of sight (even temporarily)*
- *Penetrating eye injury*
- *Injury from electric shock*
- *Loss of consciousness*
- *Acute illness*
- *Non-consensual violence (i.e. not a boxing match)*
- *Injury to non-employee requiring hospitalisation*
- *Dangerous occurrences (major power failure, structural collapse etc)*

For reporting within 15 days of occurrence

- *Death of employee within 1 year of accident*
- *Hospitalisation of employee for more than 24 hours*
- *Absence from work for more than 7 days (employee or visitor)*
- *Incidence of a reportable disease (e.g. industrial diseases; dermatitis, asbestosis etc)*

Reports must be made by a 'responsible person' (this should be the Safety Officer) and by the 'quickest practical means' (phone or fill in online form). See incident reporting folder for further information. The Operations Manager may also submit a RIDDOR.

You must use Form 2508 to report the incident (2508a for diseases).

This must be sent within 15 days even if you have already reported by phone etc.

Reports can be made at the HSE website: www.hse.gov.uk/riddor/report.htm

N.B. A '7 day' should be calculated as follows:

- *Not the day of accident*
- *Includes weekend and bank holiday*
- *On the 8th day, if still absent, report on.*

N.B. need mode of notification from First Aid provider to report under RIDDOR.

Health and Safety Enforcing Authority

You should enter details of the enforcing authority (EA) 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.

Insurance

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

Note: you may wish to append copy of the relevant certificates of insurance to your plan.

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 general arrangements will be in event of bad weather (e.g. cancellation criteria).

Incident Management

Extreme Weather

Extreme weather may cause other specific actions to be taken to prevent injury or damage. Please detail here if there are any issues regarding this event and what the arrangements are to ensure that appropriate action is taken to respond to extremes of weather for example, wind, rain, heat, and mitigations such as UV protection, shade coverings etc.

Event Cancellation

If the event needs to be cancelled for any reason how will this be actioned? How will you inform the public, contractors, performers etc.

You may still need to have staff on site when the event is due to start as not everyone will receive the message.

Does your event insurance cover cancellation due to bad weather? You are advised to notify the public of any cancellations / closures via social media / digital.

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.

Event Evacuation Plan

In the event of an emergency how will you evacuate the site quickly and safely? How will barriers be removed for emergency access. How will you communicate this information to the public and to staff? It may be useful to have a pre-defined script to use in the event of an evacuation such as:

“Ladies and gentlemen please accept our apologies. Due to issues beyond our control this area needs to be evacuated. Please follow instructions of staff and make your way towards the car park. Thank you”.

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.

Handover Procedures

Details here your arrangements/procedures for the hand-over of control of aspects of your event to relevant agencies in the event of an emergency

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. Considerations should include:

- In the event of a missing / lost child it is advisable not to broadcast the information across a PA system unless instructed by the Police to do so.*
- Children should not be left in the sole care of one person, it is suggested that a lost child point be maintained by three people in order to cover breaks etc.*
- No food or drink except plain water should be given to the child in case of allergies*
- The person claiming a child should complete a form to include their name and address, and show a relevant form of identification.*
- If in any doubt the police should be contacted.*

Debrief and Event Review Arrangements

Detail here the arrangements you will have in place to debrief all parties involved in the event and review issues that took place including:

- Particular arrangements that worked well to ensure public safety*
- Any identified weaknesses in the arrangements that require improvement*
- A review of any incidents and remedial action required*

Appendices

Appendix 1. Useful Contacts

<i>Department</i>	<i>Email</i>
Rugby Borough Council	
Environmental Health (Food, Health & Safety, and Noise)	ept@rugby.gov.uk
Licensing	licensing@rugby.gov.uk
Parks and Open Spaces (use of Council land / Road Closures)	talkinthepark@rugby.gov.uk
Safety and Resilience	healthandsafetysupportrequest@rugby.gov.uk
Safety Advisory Group	SAG@rugby.gov.uk
Warwickshire County Council	
Highways	countyhighways@warwickshire.gov.uk
Warwickshire Fire and Rescue Service	
Operational Planning	firesafety@warwickshire.gov.uk
Warwickshire Police	
Tactical Planning	Tactical.planning@warwickshire.police.uk
West Midlands Ambulance Service	
Emergency Planning	david.levesley@wmas.nhs.uk

Appendix 2. Site Plan and Layout

Insert a scale plan showing the layout of the site, including placement of:

- all temporary structures
- position of attractions
- any fencing or barriers
- emergency exits and emergency routes
- assembly points
- vehicle entry points
- information points
- relevant site infrastructure
- car parks
- position of the site in context to the road, power sources etc.
- first aid posts
- lost children points

Appendix 3. Event Contacts

Insert contact details for all those involved in the event, including the event management team, contractors, stand holders etc.

Event Management Team		
<i>Organisation</i>	<i>Name & Role</i>	<i>Contact Information</i>
Contractors and Suppliers		
<i>Organisation</i>	<i>Name & Role</i>	<i>Contact Information</i>
Stand Holders		
<i>Organisation</i>	<i>Name & Role</i>	<i>Contact Information</i>

Appendix 4. Risk Assessments

Appendix 5. Public Address Scripts