

[Event Name] Event Management Plan

[Document Version]

[Document Last Updated]

[Author]

[Organisation /community group/ Local committee, etc]

If you have any questions whilst completing your event management plan, then please email the Safer Sutton Partnership's Emergency Planning Service: events@sutton.gov.uk.

Please submit this event management plan with a completed risk assessment and Event Notification Form.

Any sections not applicable to your event can be deleted.

Plan Version	Date	Details of all Amendments	Amended By

Introduction

This event management plan template will support you, the event organiser, with planning your event. It aims to help you develop a detailed plan to ensure the smooth running of your event and the safety and enjoyment of the people attending and working at your event.

Please complete all sections of this template relevant to your event. This is a generic template so some sections may not apply to the event you are running and some additional sections may need to be added.

Additional guidance and information useful for preparing your event management plan is available on the Council's website. Please ensure you take the time to read and understand this. The [Health and Safety Executive \(HSE\)](#) can also help you prepare for your event, with advice on security, first aid, event communication, lost children and more.

You must complete a risk assessment for your event. A risk assessment template is available on the Council's [website](#).

You must possess valid public liability insurance for any event taking place on Council land (public highways and footpaths, parks and recreational areas, etc.) or within Council premises.

Your event management plan should be submitted at least 3 months before your event.

This ensures there is enough time to organise things such as licenses, road closures, parking suspensions, etc. The more notice you can provide us, the better. For certain scales of event, there is a minimum amount of notice required:

- Very large events with over 5,000 attendees require a minimum of 9 months' notice.
- Large events with 2,000-5,000 attendees require a minimum of 6 months' notice.
- Medium events with 1,000-2,000 attendees require a minimum of 4 months' notice.
- Small events with less than 1,000 attendees require a minimum of 3 months' notice.

In conjunction with your risk assessment and Event Notification Form, your event management plan will be passed internally to Council Services to notify of the intention to hold the event, and to members of the Sutton Safety Advisory Group.

The Council's Emergency Planning Service will tell you if you need to attend a Safety Advisory Group meeting to discuss your event and answer any questions that the emergency services and the Council may have.

Event management contact information

Event management contact information and roles

Name	Role	Responsibility	Contact information
	Event Manager (organiser)	Overall responsibility	
	Event Coordinator (assistant to Event Manager)	All event infrastructure, ordering, delivery timings etc	
	Volunteer Coordinator	Volunteer recruitment, training and event day management	
	Steward Coordinator	Recruitment, training and event day management	
	Health and Safety Officer	Risk assessments, legal compliance, fire points, site inspections, first aid provision	
	Welfare	Toilets and wash facilities	
	Waste Management	Organisation of waste clearance and recycling	
	Communications	Media, communication to staff and attendees	

Other key contacts

Suppliers and contractors			
Organisation	Contact name	Service	Contact information
Emergency services and Council contacts			
Organisation	Contact name	Service	Contact information

Contents

Introduction	1
Event management contact information	2
Event Overview	4
Health and Safety	7
Site/event capacity	7
Risk assessments	7
Risk assessments- contractors	7
Stewarding	7
Security	8
Emergency procedures	8
First aid and medical cover	8
Electricity	8
Fire safety at your event	9
Inflatable play equipment	9
Fun Fairs	10
Temporary Structures	10
Animals at events	10
Toilets	11
Communications	12
Event communication- residents and businesses	12
Event communication- internal on the day	12
Event communications- audience on the day	12
Lost children	12
Lost property	13
Media	13
Licensing, transport and the environment	14
Temporary Events Notice (TEN)	14
Provision of food	14
Insurance	14
Vehicles on site	14
Traffic, transport and parking	14
Waste management	15
Noise	15

Event Overview

Event Description

[Provide a brief summary (2-3 paragraphs) of what your event will involve.]

Location

[Detail the event location and premises to be used for the event.]

Site Plan

[Provide a site plan that illustrates the following: entrance/exit points, steward/marshalling points, barriers, vendor sites, direction of vehicle movements, pedestrian flows and movements, evacuation routes, lost children points, access routes and parking points for emergency vehicles, toilets, cash handling points, etc.]

You must submit a site plan for your event. This should detail the location/placement of:

- Temporary structures
- Position of attractions
- Any fencing and barriers
- Power supply runs (cables) and generators/power sources
- Emergency exit and assembly points
- Information point
- Lost children point
- Vehicle entry point
- Car parks and position of site in context to road
- Entry and exit points
- First aid points
- Any event decor, e.g. flags, banners, etc.
- All other site infrastructure.

Dates and Duration

[List the date(s) the event will take place on and start and end time of the event.]

Event Programme

[Complete the event schedules below.]

Event Schedule

[Use the table below as a template for your event's timetable.]

If your event will have multiple activities taking place at different times and locations across the event site, you will need to programme your activities.

For example you may have a stage, parade, arena area, and walkabout entertainment. You could programme an arena act to start shortly after a stage act has finished to provide entertainment elsewhere while the changeover for the next stage act takes place.

For smaller outdoor events breaking your timetable into periods of between 5 and 15 minutes usually works well. If your event includes on stage entertainment, you may need a separate stage run sheet broken down into periods of one minute.

If your event has one activity (for example, market stalls open from 9am until 1pm) then you do not need an Event Schedule. An example of an Event Schedule is illustrated below.

Event activities and timings							
Time	Stage programme	Arena programme	Face painter	Dog show	Street parade	Music stage	other
12:00	Opening performance		Face painter				
12:10							
12:20							
12:30	Changeover	Cooking demo			Street parade		
12:40				Dog show			
12:50			Face painter				
13:00	Dance performance					Band XX performs	
13:10							

13:20							
13:30							

Health and Safety

Event organiser responsibility

You as the event organiser are legally responsible for the health, safety and welfare of people attending your event and the employees, volunteers, contractors and subcontractors that work at the event under the Health and Safety at Work Act 1974. You therefore must take reasonable steps to ensure your event meets health and safety laws and guidelines.

If appropriate health and safety measures are not put in place, the Council may reject your event application until appropriate measures are put in place.

Site/event capacity

[Please provide information about the anticipated number of attendees that will attend your event, what the capacity of the event site/premises is, and how you will manage the number of attendees.]

More information relating to the capacity of event sites and premises can be found on the [HSE website](#).

Risk assessments

[Please provide a copy of your risk assessment. A template risk assessment can be found on the Council's website]

A risk assessment is nothing more than a careful examination of what could cause harm to people so that you can weigh up whether you have taken enough precautions or should do more. A risk assessment is an analytical process that identifies hazards, who may be harmed and in what way they may be harmed. It also takes into account factors that make the risk more likely and those that make it less likely.

The first step is to develop a risk register, which identifies the risks at or from your event. Each risk is listed in the register will need to be included in the risk assessment; identifying the hazard and hazardous event that could take place, the likelihood and impact from the hazard (and the overall risk), and what measures can be put in place to reduce or remove the risk.

Risk assessments- contractors

You are responsible for anything you contract. Please ensure you have copies of your contractors risk assessments and should be enclosed with your event management plan.

Stewarding

[Include your steward arrangements here- including numbers and how they will be trained.]

The number of stewards you need will depend on your risk assessment, date, operating times, event location, target audience, planned attendance numbers, closed (restricted access) or open access to site, etc.

Stewards responsible for crowd management should be identifiable (tabards, uniform).

The ratio of stewards (and/or security personnel) to visitors at your event should be identified early in the planning process, following a risk assessment. Every event (and risk assessment) is different, and it is not recommended to apply a standard formula to assess the number of stewards required. However, as a generalisation, you should ensure there is one steward for every 50 visitors in an indoor standing event and one steward for every 150 visits in an indoor seating event. Outdoor events may require a higher ratio depending on the size of the event space, activities taking place, audience (children, vulnerable persons), etc.

To note, your stewards require training and briefings so that they are fully aware of their duties and responsibilities. You must ensure a communication plan is in place for all your staff, including stewards, so they understand how to share information or report incidents (see below section- Communication).

Security

[Include your security arrangements here.]

Your risk assessment must include your security requirements, which will depend on things like your event location, date, operating times, etc.

The number of security personnel needed (guards, door supervisors, etc) will be dependent on the type of event. Your security contractor will be able to advise on this. Please note that all security personnel operating at your event must be Security Industry Authority (SIA) registered.

Emergency procedures

[Please detail the emergency procedures that will be in place for your event].

You must ensure you have documented procedures for fire, site evacuation, communication with all people- visitors and staff- at the event, contacting the emergency services, who are the designated person(s) who will make decisions, etc. Your procedures will need to be shared with the Council, who will then circulate to emergency service partners.

Detail should be provided on how incidents will be logged at the event.

First aid and medical cover

[Please list the first aid and medical cover you will have at your event.]

The Health and Safety Executive's [website](#) provides a template to establish your first aid, medical and ambulance requirements.

Electricity

[If you are including electrical supply as part of your event, please provide details here.]

All electrical installations (electricity supplies), even temporary ones, must comply with the Electricity at Work Regulations 1989. Any event that has electrical supply included must have a competent electrician sign off the installation before the event starts.

Fire safety at your event

[Please document how you have addressed the key areas of the fire risk assessment process listed below]

You must include the risk of fire in your event risk assessment. You must show that you have:

- Identified the fire hazards (including the sources of ignition, fuel and oxygen);
- Identified people at risk within and surrounding your site and those at highest risk;

- Evaluated the risk of a fire occurring and evaluated the risk to people should a fire occur;
- Removed or reduced fire hazards and removed or reduced the risks to people;
- Considered detection and warning, fire fighting, escape routes, signs and notices, lighting and maintenance;
- Recorded significant findings and action taken;
- Prepared an emergency plan;
- Informed and instructed relevant people and provided training; and
- Reviewed and revised your assessment where necessary.

Information to support you with the risk assessment of fire includes:

- Fire Safety Risk Assessment- open air events and venues
- Guide to Fire Precautions in Existing Places of Entertainment and Like Premises.

Inflatable play equipment

[Please include details of any inflatable play equipment you intend to have at your event.]

You will need approval for any rides, fun fairs or bouncy castles at your event. Before approval is granted for inflatable play equipment, you will need to make sure:

- The operator carries out the daily checks on the equipment as required by EIS7 under the [PIPA Scheme](#).
- The operator can provide a copy of the current PIPA test certificate for the equipment.
- You know when the equipment was last fully inspected.
- You get full instructions on its safe operation.
- The equipment is clearly marked with limitations of use (maximum user height etc.)
- Is your contractor a member of a relevant association (National Association of Inflatable Hirers (NAIH) or British Inflatable Hirer' Alliance (BIHA)?

More guidance is available on the [PIPA Inflatable Play Inspection Scheme website](#).

Fun Fairs

[Please detail any rides or fun fairs you intend to operate at your event.]

If you intend to have rides and fun fairs at your event, you need to ensure:

- Any stand-alone ride or rides that are part of the fun fair are part of the Amusement Device Inspection Procedures Scheme (ADIPS)- your contractor should evidence this.

- The operator confirms in writing that they operate under the HSG175 Fairgrounds and Amusement Parks- Guidance on Safe Practice.
- The operator provides you with a copy of their In Service Annual Inspection papers and you provide a copy of these when submitting your event management plan.

Temporary Structures

[Please detail the temporary structures you will operate at the event site and where the structures will be supplied from. Please note, structures should be provided by competent/certified contractors.]

Temporary structures may be marquees and market stalls, stages for performances, lighting towers, site offices, etc.

The approval process will depend on the structure types and scale. If the structure may be in place for a long time, you may need planning permission. Larger temporary structures need to be signed off by independent engineers before they can be used.

As a minimum:

- Suppliers need to supply you with a copy of their public liability and employee insurance certificates.
- Suppliers need to supply you with risk assessments and method statements for the structures and products they supply for your event.
- Suppliers must provide a signed hand over inspection once the structure is completed to say it is safe and ready for use.
- You must consider all other health and safety aspects relating to any temporary structure.

For more information, please see [Temporary Demountable Structures- Guidance on Procurement, Design and Use.](#)

Animals at events

[Please provide details of all animals you plan to bring onto your event site, with appropriate copies of relevant licenses and registration documents. Please also note whether the public will be allowed to enter the event site with their pets.]

You must obtain consent from the Council in writing before bringing animals on site for exhibition, performance or entertainment. This will be considered as part of the event application.

You must provide copies of all relevant licenses and registration documents for each animal with your event management plan.

[Event Name] Event Management Plan [Document Version] [Date]11

You are responsible for the welfare of the animals under the Animal Welfare Act 2006.

Toilets

[Please detail your planned toilet provisions for your event.]

You must provide adequate toilet facilities at your event for attendees, staff and contractors. This includes disabled facilities and separate sanitary facilities for caterers.

The Health and Safety Executive guidelines for toilet numbers are provided below:

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 and 1 urinal per 150 males.	1 toilet per 120 females.	1 toilet per 600 males and 1 urinal per 175 males.

Communications

Communication in preparation for your event and during its operation is crucial for ensuring everything runs smoothly. To this extent, you need to consider 3 areas of communication for your event:

- Notification to residents and businesses in the surrounding area about your event plans before the event takes place- the earlier the better.
- Internal communication on the day of the event with your staff, volunteers, contractors, etc.
- Communicating with your audience on the day.

Event communication- residents and businesses

[Please detail how you will let residents and businesses know about your event.]

This includes all residents and businesses within the surrounding area that could be potentially affected by your event. This could be, for example, from noise generated, road closures, parking suspensions, etc.

You will need to notify the Council if you have received any complaints with regard to your event taking place, as this will form part of the assessment to ensure all stakeholders are aware of the event and all positive and negative impacts have been considered before approval or rejection of the event plans.

Event communication- internal on the day

[Please detail your plans for communication with staff, contractors, emergency services, etc, both on site and off site, on the day of your event.]

You must have a clear communication plan in place and ensure all necessary staff have seen the plan. You must also ensure you have the communication equipment prepared for the day and tested beforehand. The equipment could include mobile phones, radios, public address systems, etc.

Ensure you list phone contact details and radio channel details (if appropriate) in the Event Management Contact Information.

Ensure that everyone working at your event is aware of the organisational structure and knows who to contact if they need to report an incident of pass information.

Ensure your communication plan links to your emergency response plan, evacuation plan, etc. as appropriate.

Event communications- audience on the day

[Detail your plans for communicating with your audience during the event.]

This could include flyers, site plans (maps), signage, public address system, event schedules, information points, etc.

Lost children

[Please detail your lost children policy and procedures.]

You must have a lost children policy if your event is to be attended by children and there is the potential for them to be separated from their parent or guardian. All event staff and volunteers must be familiar with it. Your policy should include:

- Arrangements for the safe care of children until such a time that they can be reunited with their parent or guardian
- Provide a clearly advertised point for information on lost children
- Ensure there are at least two adults that have the appropriate Criminal Records Bureau (CRB) checks in place looking after any lost children. Children should not be left with just one adult.
- All incidents need to be logged and all details are recorded.
- Parents and guardians should provide ID and a description of the lost child before they are allowed to collect the child.
- Contact the police if the child is reluctant to go with the parent or guardian.

Lost property

[Please detail what arrangements are in place to store lost property found or to receive reports of missing property.]

At any event, you are likely to encounter items lost or found. A process for accepting lost property should be developed prior to your event and communicated to staff prior to the event.

Consideration should be given to how lost property is logged and who reported it, where the property is to be stored, and how the property will be returned to its owner or held/disposed of after the event.

If the property is deemed to be an item of value (wallet/purse, mobile phone, jewellery, car keys, etc.) we suggest the property is handed in to the nearest police station with a copy of the logged information about the property.

Media

[Provide contact details for your media spokesperson and for those who will decide whether to grant permission to take pictures etc at your event]

Licensing, transport and the environment

Licensing

[Please detail if your event will include any licensable activity, please provide details here.]

You will require a licence if you want to carry out licensable activity at your event. Activities include:

- Selling or supplying alcohol
- Providing entertainment, such as music, dancing or performance of a play
- Serving hot food or drink between 11pm and 5am
- Selling, or offering to sell, any items or services in the street
- Offering tattooing, piercing, massage, manicure and pedicure and other special treatments
- Providing a raffle/tombola or other gambling activity.

Provision of food

[Detail any catering and/or food you plan to provide at your event here. You should list any catering concessions in the Key event contacts section.]

All food business operators must ensure that:

- They are registered with the relevant Local Authority;
- Food handlers are trained as appropriate to their work activity; for example, food handlers who handle and/or prepare open high risk foods have a minimum of Level 2 Food Safety in Catering; and
- There is suitable evidence of a written Food Safety Management System, for example Safer Food Better Business or an alternative.

Insurance

[Please confirm that you hold public liability insurance to a minimum value of £1 million and include a copy of the policy with your event management plan.]

All event organisers must hold public liability insurance to the value of £1 million if operating the event on Council land or within a Council property. You must ensure your contractors hold public liability insurance and any other insurance policies as necessary. You should obtain and store copies of your contractors' insurance policies.

Vehicles on site

[Please detail your vehicle policy for your event site here.]

You will need clearly marked emergency vehicle entrance and exit routes on your site plan and as part of your emergency planning. If these entrances and exits will be shared with other traffic, you will need a procedure for the safe entry and exit of emergency vehicles.

You need to consider:

- Which vehicles need access to the event site?
- Which vehicles will need to remain on-site through-out your event and where will they park?

- Are there any vehicles that need to move on to the event site during the event?

Traffic, transport and parking

[Detail any traffic, transport or parking plans for your event here.]

Smaller community events will have limited impact on traffic and parking; however, you should still consider this when planning your event.

Larger events (>2,000 people anticipated to attend) can have a big impact on local traffic and transport, and will require detailed plans to deal specifically with the traffic and transport. Consideration needs to be given to:

- Understanding how your target audience will travel to your event.
- Understanding what transport links are around your event site (train stations, bus stops, etc) and how these can be promoted to your audience.
- Are you proposing any road closures? You will need to provide at least 3 months notice.
- Are you proposing any parking suspensions or dispensations?

Waste management

[Detail your waste management plans for your event.]

It is essential your event has waste management arrangements and should detail:

- How will you keep the site clear of waste?
- Will waste be cleared by stewards or volunteers?
- How will you manage waste during and after your event, including details of bins, recycling, skips, litter picking, etc?

Noise

[List elements of your event that could cause noise nuisance and detail how you will minimise it.]

If your event has the potential to cause noise nuisance to nearby residents and businesses, your plans will require approval through the Council's Environmental Health team. Noise nuisance can stem from live music, fun fairs, public address systems, etc.

Things to consider:

- Your event location
- Events that operate a music stage must have a professional sound engineer and must agree sound levels with the Council's Environmental Health team.

- Provide nearby residents with an event day contact in case they need to make a noise complaint.

Severe weather and event cancellation

[Please detail your severe weather and event cancellation arrangements.]

You need to consider any weather conditions which may lead to your event being cancelled and how you as the event organiser will manage this.

Consideration should be given to:

- Notifying attendees to let them know the event has been cancelled.
- Do you require insurance for cancellation reasons such as thunderstorms, flooded site, etc?
- Is there any flood risk to the area?
- How will you and the event management team decide whether conditions are too risky for your event to go ahead?