|  |  |
| --- | --- |
| Event Management Plan |  |

The Event Organiser is responsible for:

* Seeking permission of the relevant land owner.
* Min number of hours for road closures
* Ensuring the overall safety at the event as far as reasonably practicable.
* Ensuring that health and safety arrangements are in place to control risks.
* Ensuring suitable noise control arrangements are in place.
* Ensuring the competence of staff at the event to undertake their roles safely.
* Checking all insurance documents, licences, risk assessments and methods of work for contractors, stall holders, caterers etc
* The Health, Safety and Welfare of all members of staff, contractors and members of the public attending the event.
* Informing the Performing Rights Society if you have live music at your event.

**Disclaimer:** This template is a guide only. It does not necessarily include all the information that may be relevant to the event.

**Event Organiser Details**

|  |  |
| --- | --- |
| **Event Organiser Name** |  |
| **Organisation** |  |
| **Contact Telephone Number** |  |
| **Email Address** |  |
| **Name of Event** |  |
| **Location of Event** |  |
| **Date of Event** |  |
| **Contact Telephone Number on day of the event**  **(if different to above)** |  |

**1. Event Overview**

**1.1 Event Overview**

|  |
| --- |
| **Description of the event including the timings of any activities planned** |
|  |

|  |  |
| --- | --- |
| **Planned** | |
| **Event start time** |  |
| **Event end time** |  |

**1.4 Event Management**

**Roles and Responsibilities on Event Day (s)**

|  |  |  |
| --- | --- | --- |
| **Description of the roles of event staff and their main responsibilities.**  **There may be other roles that are not listed here that are applicable to your event.** | | |
| **Role** | **Contact Details** | **Responsibilities** |
| Event Organiser |  |  |
| Event Manager |  |  |
| Other *(e.g. security contractor, H&S, traffic etc)* |  |  |
| Other *specify* |  |  |
| Other *specify* |  |  |
| Other *specify* |  |  |
| Other *specify* |  |  |

**1.5 Crowd Management**

|  |
| --- |
| **Details of how the crowd will be managed at the event** |
| **Is the event ticketed? If yes, what arrangements are in place for this?** |
|  |
| **How will capacity be managed at the event?** |
|  |
| **How will the access and egress of the crowd be managed?** |
|  |

**2. Event Management** *Ensure that any safety documentation of contractors that are hired has been checked.*

**2.1 Contractor details**

|  |  |
| --- | --- |
| **Details of any contractors that will be involved with the event** | |
| **Company** | **What are they providing/doing?** |
|  |  |
|  |  |
|  |  |
|  |  |

**2.2 Traders**

|  |  |
| --- | --- |
| **Please provide details of any traders/commercial traders and charity stalls that will be at your event** | |
| **Name of Organisation** | **Concession Type** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **2.3 Temporary Event Notices**  If selling alcohol at the event is planned and the site is not licensed to sell alcohol then please contact the licensing department as there will be a requirement for a temporary events notice (TEN). A TEN is a notification to the licensing authority that an individual intends to carry on licensable activities during a specified time such as regulated entertainment or serve late night refreshments for a maximum capacity of 499 people. Application must be received at least 10 days before the event and there is a charge. Link to complete the TEN application form: <https://www.cherwell.gov.uk/directory-record/1860/temporary-event-notice>  Further guidance regarding other licensable activities can be found here: |
| **2.4 Catering Requirements (Food, drink, water)**  **Ensure the caterer is registered, to check visit** [**https://ratings.food.gov.uk**](https://ratings.food.gov.uk)  ***People providing food as a one off for the event will not need to register but should provide safe food.*** |

**2.5 Other requirements may be needed (and ensure safety documentation of contractors hired):**

**Needed? Details of contractor or n/a**

**Fencing Y/N ………………………………………………………………………………**

**Water Y/N ………………………………………………………………………………**

**Electricity**

**Gas**

**Temporary structures**

**2.6 Fire Safety**

|  |
| --- |
| **What measures are in put to manage fire safety at the event?** |
|  |

**2.7 Noise Management**

|  |
| --- |
| **List the entertainment arranged for the event i.e. Live music with amplification and how noise disturbance and potential complaints will be managed. Add details of contractors used.**  ***If there will be live music you may require a TEN.*** |
|  |

**2.8 Attractions**

|  |  |
| --- | --- |
| **List details of any attractions that will be at the event e.g. inflatable’s, funfair/children’s rides, fireworks**  ***Ensure that any safety documentation of contractors that you hire are checked including* provider’s public liability insurance, risk assessment and method statement. *For rides the name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme) should be given.*** | |
| **Name, address and telephone number of organisation** | **Attraction and ADIPS number if applicable** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**2.9 Medical and First Aid Cover**

|  |
| --- |
| **Details of the medical provider and resources that have been arranged to be at the event including their location (i.e. number of first aiders, doctors, ambulances etc.)** |
|  |

**2.10 Public Health and Welfare**

|  |
| --- |
| **Details of the arrangements made for the following:** |
| **Toilet Facilities**  **Sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance. Please bear in mind the opening times of public facilities. .** |
|  |
| **Waste Disposal**  **Waste disposal, rubbish bins and litter collection. Any trade waste must be removed by a registered trade waste contractor.** |
|  |
| **Accessibility**  **e.g. Accessible toilets provided, Accessible parking, Ramped access** |
|  |

**2.11 Stewards and Marshalling**

|  |
| --- |
| **List the arrangements made for stewards at the event** |
| **What are the roles and responsibilities of the stewards?** |
|  |
| **Where will they be positioned and why?** |
|  |
| **Who are the stewards? How will they be identified? Where recruited form?** |
|  |
| **Will the event be using Security Industry Authority (SIA) qualified security staff? If so, what will their role be?** |
|  |
| **How will the stewards be trained?** |
|  |
| **When will the stewards be briefed? Able to provide a copy of the information that will be given to Stewards (briefing document) if requested?** |
|  |
| **How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?** |
|  |

# 3. Emergency Arrangements

## 3.1 Emergency Arrangements (Activation & Response)

|  |
| --- |
| **Details of the emergency plan for the event including ‘what ifs’** |
|  |
| **Who is responsible for managing and dealing with Emergencies/major incidents?** |
| **Name:**  **Role:**  **Responsibilities:** |
| **Event Control (or similar) and what procedures are in place?** |
| **Procedures:**  **Where is the event control (or similar) situated?** |
| **What are the Command and Control procedures?** |
|  |
| **What are the cancellation and show-stop procedures?** |
|  |
| **If required, how would a full and partial evacuation occur? What steps would be taken?** |
|  |
| **How will the communicate the evacuation instruction to the audience?** |
|  |
| **Who will be responsible for crowd control during an incident?** |
|  |

## 3.2 Communications

|  |
| --- |
| **Communication with staff/stewards**   * What methods to be used to communicate? *Include at least one contingency if the main method fails.* * Are there code words in place in case of emergency?   **It is advisable to have emergency messages scripted before the event for use on the day** |
|  |
| **Communication with the Public**   * What methods will be used to communicate with the public **prior** to the event? * What methods will be used to communicate with the public **during** the event during an incident or emergency? *Include at least one contingency if the main method fails.* |
|  |

## 3.3 Reporting to Emergency Services

|  |
| --- |
| **Who will report an incident to the emergency services?**  **If there is more than one entrance, direct the emergency services to the most appropriate access.** |
|  |
| **Who will liaise with the emergency services when they get to the site?** |
|  |
| **IMPORTANT NOTE:**  **Do not assume that the emergency services will attend the event other than in an emergency. The event must be managed without the support of the emergency services, even if they have agreed to attend as they may be called away to an emergency elsewhere.** |

## 3.4 Incident Reporting and Investigation

|  |
| --- |
| **Details of the system in place for reporting and recording accidents and incidents at the event** |
|  |
| **Details of any emergency signage that will be used at the event (i.e. emergency exit signs)** |
|  |

**4. Traffic Management**

**4.1 Traffic Management**

|  |  |
| --- | --- |
| **Is the event taking place on or off the Highway?** | |
| □ On the Highway □ Off the Highway | |
| **Is there a Traffic Management Plan?** | |
|  | |
| **In the interest of pedestrian safety, how will pedestrians interact with vehicle movement be managed?** | |
|  | |
| **How will access to the event be managed so that obstruction on the roads are minimised?** | |
|  | |
| **Any parking suspensions requests as part of the event? Add link OCC suspension request** | |
| If yes, details of suspension(s) here: | |
| **Any off-road parking? If so complete the information below:** | |
| Location |  |
| Number of spaces |  |
| How will the area be managed? |  |

**4.2 Road Closures**

|  |
| --- |
| Any Road closure(s)? If so location(s): |
|  |
| **Details of the road closure(s) planned for the event including duration, diversion routes and who is providing the road closure signage.** |
|  |

**5. Appendices – please cross if completed**

|  |  |
| --- | --- |
|  | **Site Map** (*includes locations of event control, lost & found children/vulnerable persons central location, emergency exits/evacuation routes, rendezvous points etc)* |
|  | **Risk Assessment** *(including fire risk assessment)* |
|  | **Public Liability Insurance** *(have a copy of the certificate available on site?)* |
|  | **Road Closure Documents** *(if applicable, include Public Liability Insurance, H&S risk assessment, signage schedule with map and plan of diversion route)* |

**IMPORTANT NOTE:**

**It is important that the procedures are carefully planned and to brief all event staff, contractors and volunteers so that they are clear and widely understood.**