



Event Management Plan

[View our Practice guide for Event Organisers](#) then use this handy template to help plan your event.

Please note the template is a guide only and does not necessarily include all the information that may be relevant to your event.

Event organiser responsibilities

The Event Organiser is responsible for:

- Seeking permission of the relevant landowner.
- 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.

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.

Section 2: Event Management

2.1 Roles and responsibilities on event day(s).

Describe the roles of event staff and their main responsibilities (eg security contractor, health and safety, traffic etc). There may be other roles that are not listed here that are applicable to your event. Add additional roles as required.

Role	Contact details	Responsibilities
Event organiser		
Event manager		
Security		
Other		
Other 1		
Other 2		

2.2 Crowd Management

Details of how the crowd will be managed at the event.

[View HSE managing crowds safely guidance.](#)

Is the event ticketed?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what arrangements are in place for this?
How will capacity be managed at the event? Please provide details:
How will the access and egress of the crowd be managed? Please provide details:

2.3 Event management: contractors and traders

Ensure that any safety documentation of contractors that are hired has been checked.

2.3.1 Contractors

Details of any contractors that will be involved with the event

Company name	Details of what they are providing or doing

2.3.2 Traders

Details of all traders/commercial traders and charity stalls that will be at your event

Organisation name	Concession Type

2.4 Temporary Event Notice (TEN)

If you plan on selling alcohol at the event and the site is not licensed to sell alcohol then you will need a temporary event notice (TEN) licence if you

- sell alcohol
- provide regulated entertainment or
- serve late-night refreshments (hot food and drink between 11:00pm and 5:00am)

This can be for up to seven days and for up to 499 people at any one time. **The notice must be submitted to us at least 10 working days before the event takes place.**

There is a charge of £21 for this service. [Apply for a TEN.](#)

[View further guidance regarding other licensable activities on our website.](#)

2.5 Catering requirements (food, drink water etc)

Ensure the caterer is registered - you can check this on the [Food Standards Agency website](#).

People providing food as a one off for the event will not need to register but should provide safe food.

2.6 Other requirements may be needed

Consider the following for example and ensure safety documentation of contractors hired.

Service	Needed		Contractors details (if yes selected)
Fencing	Yes	No	
Water	Yes	No	
Electricity	Yes	No	
Gas	Yes	No	
Safety structures	Yes	No	

2.7 Fire Safety

View [Health and Safety Executive fire safety guidance for event organisers](#).

Detail all measures that will be taken to manage fire safety at the event

2.8 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.

Note: If there will be live music you may require a TEN.

Provide details of entertainment and noise management

2.9 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.

Organisation name, address and telephone number	Attraction and ADIPS number if applicable

2.10 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.)

2.11 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, rubbish bins and litter collection.

Note: Trade waste must be removed by a registered trade waste contractor.

[Cherwell District Council offer a special events waste collection service – view details.](#)

Accessibility

e.g. Accessible toilets provided, Accessible parking, Ramped access

2.12 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 from?
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?

Section 3: Emergency Arrangements

3.1 Emergency arrangements (activation and 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 will 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

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.

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?

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)

Section 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?
Yes No
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 obstructions on the roads are minimised?
Any parking suspensions requests as part of the event? View Oxfordshire County Council suspension request details and application .
If yes, details of suspension(s) here:
Any off-road parking? If so complete the information below:
Location: Number of spaces: How will 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.

Section 5: Appendices

Please select if completed
Site map Include locations of event control, lost and found children or vulnerable persons central location, emergency exits and evacuation routes, rendezvous points etc.
Risk Assessment Including Fire Risk Assessment
<input type="checkbox"/> Public Liability Insurance Have a copy of the certificate available on site?
Road Closure Documents If applicable, include Public Liability Insurance, Health and Safety risk assessment, signage schedule with map and plan of diversion route.

Additional/supporting information

Please add any additional information you feel relevant.