Event Management Plan

**<LOGO>**

<Event Name>

<Event Date and Time>

<Event Location (inc what3words & Postcode)>

Owned by: <Insert Author’s Name>

Organisation: <insert Author’s Organisation Details>

Tel: <Insert Author’s Contact Telephone Number>

Email: <Insert Author’s Email Address>

STRICTLY CONFIDENTIAL

The contents of this document are strictly confidential and are not to be copied or reproduced in anyway without permission of the document owner.

This is a working document and is subject to change.

<INSERT VERSION NUMBER> - <INSERT Version Date>

**Guidance notes on completing this plan template**

The Lincolnshire Event Safety Partnership (LESP) Event Organisers Handbook can be used as a guidance document when preparing your plan [Event Organisers Handbook - Lincolnshire Resilience Forum](https://www.lincolnshireresilienceforum.org/resources/event-organisers-handbook/)

Some sections may not be applicable to your event. Where this is the case please indicate ‘not applicable’ in the section rather than leaving it blank or omitting it.

Any guidance text should be deleted once the plan is ready for circulation.

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# Section 1 - Planning, event management and risk assessments

## Event location

**Guidance** - Provide address including what3words & postcode of event location.

## Event description, activities, programme and timings

**Guidance** – Include details of any special effects, attractions, displays, artists, fireworks pyrotechnics etc.

## Audience and attendance

**Guidance** - Provide details of the audience profile, attendance numbers and admission restrictions and details of how crowd monitoring will take place (for larger events)

## Access, circulation and egress arrangements

**Guidance**

* whether the audience will be standing, seated or a mixture of both
* the circulation of the audience within the site
* access onto and around the site and egress from the site

## Event Infrastructure and contractors

**Guidance** - List and describe key event infrastructure and contractors

## Roles, responsibilities, command structure, contact details and competency

**Guidance** - List key roles, responsibilities, command structure, contact details and competencies of those involved with the event management including key contractors or partners. You may wish to include these details as an appendix to this document.

## Security arrangements, marshals or stewards

**Guidance** - Provide details of the security arrangements, marshal or stewards together with the names and roles of providers.

Consider

* Skill mix, competencies and numbers required for your event
* Start and finish times of cover
* Security managers name and contact details
* SIA stewards
* Volunteers
* Marshals

## Event licensing and insurance

**Guidance** - Provide details of event licences and insurance

## External consultation and communication

**Guidance** - Provide details of who has been consulted with and how. Include emergency services, local authority (County and District) and other interested parties such as the local community.

## Event risk assessments

**Guidance** - These may be included as an appendix to this plan.

Provide risk assessments for the event including the following:

* Build Up
* Live Event
* Breakdown

# Section 2 - Venue and site design

**Consider venue and site suitability including but not limited to:**

**Guidance**

* Carry out a site-suitability assessment early in the planning process
* In that assessment, include the nature of the event, audience numbers and the infrastructure required
* Design the site layout to minimise risk, for example to segregate pedestrians and vehicles
* Prepare a site and area location plan
* Establish emergency routes
* Liaise with key stakeholders, such as landowners, the local authority, local emergency services, neighbouring businesses and local residents

**Guidance** - Also consider:

* duration and time of year that the event will take place
* the proposed event activities and whether they are indoors or outdoors
* the audience type/profile for these activities
* the structures and facilities that will be required
* workforce to support the event and breakdown
* emergency plans for these aspects of the event

**Guidance** - Provide a site map which should be clear and easy to view and not a google satellite drawing. It may be included as an appendix to this plan. Use the space below to describe the site or particulars which may affect the event.

# Section 3 – Resilience activities for events (contingency and emergency planning)

**Guidance** - Being prepared for the initial response to an emergency is the responsibility of the event safety management

## Emergency arrangements

**Guidance** - Include details of decision making and actions for:

* Show stop
* Postponement
* Event cancellation and an event cancellation policy

## Evacuation and emergency planning considerations for major incidents

**Guidance** - Include details of decision making and actions for:

* Alerting and mobilisation of resources
* Summoning and assisting emergency services
* Rendezvous points for emergency services
* Containment of situation (if safe) and initial response
* Movement of people away from immediate danger
* Treatment of casualties
* Arrangements for the displaced/non-injured
* Ongoing liaison with emergency services and other authorities and interested parties

## Emergency procedures

**Guidance** - Include details of:

* Plans, instructions and briefing arrangements
* Escalation pathways
* Evacuation
* Escape routes and assembly points

These procedures may be included as an appendix to this plan.

# Section 4 - Medical

**Guidance** - Every event should have a medical plan based on a comprehensive risk assessment. Medical plans should aim to provide a safe, effective and resilient service on site whilst helping to minimise the impact on NHS resources. Event organisers should exercise due diligence in selecting competent and reliable medical services. A medical staffing plan should be made prior to the event to ensure that staff are deployed appropriately. Medical provision should be provided for the full duration of the event, including build up and break down.

## Resources

**Guidance** - Consider resources required for:

* Build up
* Live event
* Breakdown/load out
* Campsites
* Specific hazards

## Medical provisions

**Guidance** - Include details of:

* Names and roles of providers
* Medical plan if applicable (this may be included as an appendix)
* Skill mix and competencies
* Number of medical staff
* Start and finish times of cover
* Medical managers name and contact details
* Intended receiving hospitals and confirmation they have been consulted with
* Medical facilities and location
* Access, egress and sterile routes
* Signage and information

## Patient related information and records

**Guidance** - Describe arrangement for:

* Confidentiality arrangements and responsibility for record keeping
* RIDDOR reporting details – [read RIDDOR guidance on the hse website](https://www.hse.gov.uk/riddor/reportable-incidents.htm)
* Medical log
* Accident and incident records

## Arrangements for interface with emergency services

## Arrangements for stand down of first aid and medical services

# Section 5 - Communication

## Communication arrangements

**Guidance** - Consider type and methods of communication including:

* Build up and breakdown
* During event (with event staff, contractors and security non- emergency)
* During event with the public
* Emergency communications with agencies and emergency services

**Guidance** - These details may be included as an appendix to this document.

# Section 6 - Transport and traffic management

**Guidance** - Refer to [Register an event affecting the highway on Lincolnshire County Council's (LCC) web site](https://www.lincolnshire.gov.uk/traffic-management/register-event-affecting-highway)

On this page you can register your event and obtain more detailed advice regarding highways issues (including applying to erect temporary signs).

|  |  |
| --- | --- |
| If an application has been submitted to LCC Highways provide your EOH reference | EOH Ref: |

**Guidance** - It is recommended that you use an accredited traffic management provider who can ensure the event traffic management is set up legally and in accordance with the regulations.

## Traffic management plans and arrangements

**Guidance** - To consider:

* Access to your event
* Egress from your event
* Vehicle and pedestrian separation and protection
* Signage
* Parking
* Service vehicle arrangements
* Contractors and artists vehicles
* Park and ride facilities if applicable
* Public transport
* Plan for adverse weather conditions.
* Engaging with the local community at an early stage to avoid misunderstandings

**Guidance** - These documents may be included as an appendix to this plan.

**Guidance** - List the roads you wish to implement temporary restrictions and what restrictions you require, such as:

* road closures
* diversions
* parking bay or taxi rank suspensions

**Guidance** - Where possible please include a clear map or traffic management plan.

# Section 7 – Working at height

**Guidance** - Consider:

* Working at height means any work in any place where if there were no precautions in place, a person could fall a distance liable to cause personal injury
* Employers should ensure all work at height that they control is properly planned and organised
* Work at height should take into account weather conditions that could endanger health and safety
* Risk-assess work at height and take steps to avoid, prevent or reduce risks of falls, liable to cause personal injury
* Select the right access equipment for the job
* Workers should be competent in the work to be done and in the use of the equipment provided
* Ensure risks from fragile surfaces and falling objects are controlled
* Have an emergency rescue procedure in place to recover anyone who may have fallen and is suspended, such as from a lanyard or harness system

# Section 8 - Temporary demountable structures

**Guidance** - For example marquees, tents, viewing facilities, temporary seating, grandstands, viewing platforms. Stages, video screens, sound, lighting and camera structure and installations.

Guidance - The erection of some temporary structures at entertainment events falls within the definition of construction work in regulation 2(1) of the Construction (Design and Management) Regulations 2015 (CDM). [Find out more information on entertainment events on the hse website](http://www.hse.gov.uk/entertainment/cdm-2015/introduction.htm)

## Documentation

**Guidance** - Provision of the following if applicable:

* Design concept and specifications
* Documentation and certification if applicable
* Construction drawings and calculations
* Erecting and dismantling plans

**Guidance** - These documents may be included as an appendix to this plan.

## Risk assessment and safe installation and break down

**Guidance** - Risk assessments and safe work method statements to consider:

* Transport
* Loading and unloading operations
* Lifting operations
* Manual handling
* Work at height
* Use of machinery and tools
* Slips and trips
* Electricity and fire
* Wind management
* Fire resistance
* Contractor competency
* Crew training and competency
* Structural completions certificates or sign off
* Emergency arrangements
* Limitations and restrictions
* CDM
* Adverse weather

Guidance - These documents may be included as an appendix to this plan.

## Pre event, during and post event safety checks

**Guidance** - Please provide details of what checks are being conducted, who by and when.

# Section 9 – Fire safety

## Fire risk assessment

**Guidance** - These documents may be included as an appendix to this plan.

Template available here: [Fire Risk Assessment Templates - Lincolnshire Resilience Forum](https://www.lincolnshireresilienceforum.org/resources/fire-risk-assessment-templates/)

**Guidance** - Fire risk assessment for the event to cover:

* Sources of ignition
* Combustible materials
* Fire prevention arrangements
* Catering stall and entertainment fire risks

## Fire precautions and site rules

## Methods of raising the alarm in the event of fire

## Firefighting arrangements

# Section 10 – Electrical and lighting

## Management of installations

**Guidance** - Details to be included on the site plan or a separate plan as an appendix if appropriate:

* Provision
* Location
* Installation
* Cabling and cable routes
* Existing underground cables and utilities

Guidance - Consider car park, toilets, information points, access and egress routes, emergency routes, performance lighting, first aid and medical points

**Guidance** - Provide details of:

* Access arrangements
* Refuelling
* Contractor competency
* Fault and breakdown
* Back up and contingency
* Test and inspection
* Pre use checks

## Portable equipment

**Guidance** - Include details of rules and arrangements including

* PAT testing
* Inspections
* Limitations

# Section 11 – Barriers and fencing

**Guidance** - Include details of:

* The barrier system or fencing (this is vital to ensure crowd safety)
* Who is the supplier? They will be able to provide all the necessary drawings, plans and risk assessment. They will be able to build it in the correct way to ensure it does not pose any risks to the general public.

# Section 12 - Crowd management

## Crowd monitoring arrangements

**Guidance** - Describe how crowd numbers will be monitored, measures, and managed

## Crowd management arrangements

**Guidance** - Describe arrangements for managing crowds including excessive crowds and pinch points

# Section 13 – Special effects including fireworks and pyrotechnics

**Guidance** - Describe the arrangements for special effects, including fireworks and pyrotechnics if applicable to your event including taking into account the following:

* Public firework displays at events must be properly planned and managed by a competent company or person (such as someone with sufficient training and experience)
* A risk assessment must be undertaken giving consideration to the weather conditions and location and in order to choose appropriate fireworks for the display and to provide contingency planning
* The public must be kept out of the display site – often this will require suitable barriers and stewarding
* Consideration should be given to environmental issues, including noise, debris and smoke
* Adequate arrangements must be made for clearing the site after the display

**Guidance** - For further guidance see:

* [Working Together on Firework Displays (eig2.org.uk)](http://www.eig2.org.uk/wp-content/uploads/WTOFD-Blue-Guide.pdf)
* [Giving your own Firework Display (eig2.org.uk)](http://www.eig2.org.uk/wp-content/uploads/GYOFD-Red-Guide.pdf)

# **Section 14– Amusements (including, fairground rides,** inflatable devices and entertainment)

**Guidance** - Provide description and arrangements for safe management including:

* Build up and breakdown
* Owner and operator
* Competencies
* Statutory inspections and test
* Pre use/event checks
* Insurance
* Breakdown, fault and accident reporting
* Refuelling arrangements
* For inflatables and fairground information see:
	+ [Bouncy castles and other play inflatables on the HSE website](https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm)
	+ [Inflatable information on the PIPA website](https://www.pipa.org.uk/)
	+ [Fairground rides information on the ADIPs website](https://adips.co.uk/)

# Section 15 - Waste management

## General waste

**Guidance** - Provide details and arrangements for:

* Location of receptacles
* Number of receptacles
* Methods of collection
* Recycling
* Waste handling
* Removal of waste from site before, during and after the event
* Competency and licence of contractor
* Times of collection

# Section 16 - Noise

## Noise management restrictions

**Guidance** - Provide details of how noise will be managed including any limitations or site rules impacting event noise

## Noise monitoring and measuring

**Guidance** - Describe how event noise will be monitored including noise generated by build-up and break down.

## Noise complaints

**Guidance** - Describe how noise complaints will be managed

# Section 17 – Sanitation

**Guidance** - Include:

* Toilet provision (location, numbers and types)
* Wash facilities (location, numbers and types)
* Installation and maintenance
* Waste removal

# Section 18 - Campsites

**Guidance** - Provide details of all of the event’s camping including traders and artists who are camping and the arrangements for:

* Campsite design including access, egress and fire lanes
* Site rules
* Site densities
* Segregation of vehicles
* Provision of information and supervision
* Arrangements for fire (refer to section 8)
* Policies regarding LPG, open fires, barbeques
* Emergency arrangements
* Sanitation provisions
* Crime prevention
* Site services (lost and found, medical provision, waste)
* Site lighting
* Noise management (refer to section 14)

**Guidance** - Details of campsites and associated maps may be included as an appendix to this plan.

# Section 19 - Information and welfare

**Guidance** - Consider the provision of advance event information for visitors and information before and during the event such as:

* Terms and conditions
* Site plan, entertainment and facilities
* Welfare arrangements
* Crime prevention advice
* Suggestions for suitable clothing
* Food and shelter arrangements
* Personal security
* Essential health and safety measures
* Meeting points
* Pass out details
* Rules for alcohol and drugs
* Transportation and parking arrangements
* Site rules
* Details of how changes to the event will be relayed before and during the event
* Lost children or vulnerable adults
* Lost property
* Meeting points
* Emergency arrangements
* Information points
* Support for vulnerable or disabled visitors

# Section 20– Catering at Events including the safe use of LPG

## Food and drink provision

**Guidance** - Provide details of:

* Traders
* Food operator risk assessments and checks
* Licensing
* Insurance

Guidance - Documents may be included as an appendix to this plan.

## Food hygiene and safety Guidance

* Food hygiene rating
* Inspections
* Health and safety and record keeping
* Structures and retail units
* Storage
* Food protection
* Food waste
* LPG safety arrangements including safe use, storage and locations
* Barista machines – Evidence of a Pressure System Examination carried out in accordance with a certified Written Scheme of Examination (WSE) as per Pressure Systems Safety Regulations 2000 (PSSR)

## Water provision

**Guidance** - Include details of:

* Water supply
* Responsibility for checks
* Storage
* Location plan
* Prevention of contamination
* Contingency arrangements

# Section 21 – Safeguarding children and young people

**Guidance** - Describe safeguarding arrangements for:

* Children
* Young People
* Vulnerable adults

Guidance - [Child & Vulnerable Person Policy - Lincolnshire Resilience Forum](https://www.lincolnshireresilienceforum.org/resources/lost-found-child-vulnerable-person-policy/)

# Section 22 - Animal welfare

**Guidance** - Describe the arrangements for animal welfare if applicable to you event including:

* Site rules
* Limitations and restrictions
* Emergency arrangements
* Veterinary provision
* Incident reporting

# Section 23 – Dealing with crime and disorder

**Guidance** - Include:

* Check if the acts being booked have a record for attracting particular crimes or behaviour
* Make sure attendees know where to buy tickets and what they can and cannot do on site
* Know who is working on site and check they are legitimate
* Details of how you will record details of incidents

# Section 24 – Dealing with unauthorised unmanned aircraft systems (drones)

**Guidance**

* Be aware of the potential risks from drones at your event
* Establish a drone policy and statement
* Make sure that event and security staff are fully aware of their roles and what they can and cannot do
* It is a criminal offence to interfere with a pilot who is in control of a drone in flight

[Further guidance on drones is available on the CAA website](http://www.caa.co.uk/Consumers/Unmanned-aircraft-and-drones/)

LESP have a drone policy template you can utilise for your event [Drone Policy Template - Lincolnshire Resilience Forum](https://www.lincolnshireresilienceforum.org/resources/drone-policy-template/)

# Section 25 – Working with the Police

**Guidance** - Include:

* Event organisers should be clear that they are responsible for public safety
* It is up to organisers to decide whether police should be involved in their event
* Where organisers decide to employ the police, they should establish a written contract stating the manpower, hours and duties of the officers involved.

# Section 26 – Worker welfare

**Guidance** - Describe arrangement for the management of paid staff (event personnel, security, stewards or marshals), volunteers or contractors

**Guidance** - Include:

* Competencies (training and qualifications)
* Roles and responsibilities
* Welfare provision
* Logistics
* Working patterns
* Communication arrangements
* PPE
* Facilities (power, office accommodation, toilets, refreshments, camping etc)
* Transport and parking

# Section 27 – Accessibility

**Guidance** include:

* The provision of clear access information is important and should consider the needs of persons with visual impairments, deaf, disabled and neurodivergent people
* Provide an accessible booking system, taking account of the needs of deaf, disabled and neurodivergent people
* Consider the transport needs of deaf, disabled and neurodivergent people
* It is important that accessible toilets and changing facilities are provided and clearly signposted
* Level access to the event and onsite facilities, including the use of ramps and lifts needs to be planned
* Provide accessible viewing platforms or areas with clear sight lines for any event
* Plan ahead for workers and artists/performers who may require reasonable adjustments
* Emergency evacuation plans must reference persons with visual impairments, deaf, disabled and neurodivergent people
* Train event staff in disability equality and being able to communicate the access provision

**Guidance:**

Access to information

Ensure your information is accessible to your audience by providing it in a variety of options:

* Easy Read guide
* BSL video
* Audio file
* Large print/ rich text

# Section 28 – Coping with the weather

**Guidance** – Include:

* Consider potential weather hazards and in your risk assessment
* Historical data can help identify potential risks
* Be aware of any severe weather warnings and take appropriate action to protect both those working on site and attending the event
* Be aware of the risks from excess sun or cold weather exposure, particularly for those working on site
* Make sure that structures are suitably rated and properly secured for high winds
* Be aware of the risks from lightening and consider the action that may be needed if it occurs

# Section 29 – Counter terrorism

**Guidance** – The Lincolnshire Event Safety Partnership has also produced a counter terror guidance for event organisers. You may want to include some of the information in your event management plan.

[Counter Terror Guidance for Events - Lincolnshire Resilience Forum](https://www.lincolnshireresilienceforum.org/resources/counter-terror-guidance-for-event-organisers/)

* Make sure that threats, including terrorism, form part of the event security risk assessment
* Understanding the threat facing the event is key to ensuring that protective security measures and mitigations are proportionate, effective and responsive.

# Section 30 – Zone Ex

Zone Ex, meaning External Zone, was originally a term coined by the Sports Ground Safety Authority (SGSA) in the 6th Edition of the Guide to Safety at Sports Grounds (Green Guide), referring to the external zone outside of a sports ground.

It usually relates to places of entry/exit, transport hubs or the places crowds gather before they arrive at the event venue.  It is sometimes called ‘the final mile’, the last mile’, ‘the grey space’, and is likely to be an area which includes the main pedestrian or vehicle routes to the event from the car parks, bus stops, etc.

Zone Ex is an area that an organiser must consider as part of their responsibility when considering the safety of their staff, contractors, volunteers and attendees. This will need to be carried out in partnership with others (people, agencies, organisations) who own or use the space.

**Guidance** - Organisers should consider how the people who are coming to their event are being managed and kept safe when they are arriving and also when they are queuing to get in.  This should also include any impact on other people in the area. Organisers should also consider how the safety of their visitors and other people is being managed at the end time and exit phase of the event.