



Fermanagh & Omagh  
District Council  
Comhairle Ceantair  
Fhear Manach agus na hÓmaí

# Events Management Plan

<b>Event Name</b>	
<b>Event Location</b>	
<b>Event Date</b>	
<b>Organisation</b>	
<b>Document last updated</b>	
<b>Please list all dates</b>	



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# Introduction

The purpose of this **Event Management Plan document** is to provide broad guidance notes for event organisers planning to hold an event in Fermanagh and Omagh District.

Accompanying the **Event Management Plan** Fermanagh and Omagh District Councils **Events Toolkit** is a practical resource to help you through the process and sets out the key principles and procedures for organising an event. Both documents provide information, resources and templates you need to deliver your event, and to promote best practice.

Please refer to the **Events Toolkit** document when completing your **Event Management Plan**.

-  Getting Started
-  Planning an Event
-  Permissions and Licensing
-  Health & Safety and Operations
-  Grant Aid, Sponsorship and Budgets
-  Marketing & Promotion
-  Evaluations and Surveys
-  Contacts



The **Event Management Plan** is designed to be used both internally (within Fermanagh and Omagh District Council) and by external bodies that are holding an event on Fermanagh and Omagh District Council property; are in receipt of Sponsorship or a grant from Fermanagh and Omagh District Council; or hold a Service Level Agreement with Fermanagh and Omagh District Council to deliver a festival or event.

**Any events being held on Fermanagh and Omagh District Council property and are in the Major, Large and Medium scale categories will require an Event Management Plan to be submitted.**

The **Event Management Plan document** provides text fields that should be completed to help you develop a detailed plan for your event.

Following submission of your **Event Management Plan document**, you may be invited to attend a meeting of the Safety Advisory Group (SAG) to discuss your event in detail.

Below is a guide to the amount of time needed to process your event application according to the size and scale of your event.

<b>Major Scale</b> 10,000 + attendees	6 months
<b>Large Scale</b> 5,000-9,999 attendees	4 months
<b>Medium Scale</b> 250-4,999 attendees	2 months
<b>Small Scale</b> no infrastructure, less than 250 people	6 weeks

# 2 Event management

## 2.1. Pre- Planning

The success of any event is dependent upon adequate pre- planning. It is essential that you allow enough time to ensure that your event is a success.

Understanding the why, what, where, when and who throughout your planning process will help you make informed decisions during the event planning process.

- **Why** – By addressing the why it will help you establish the values of your event. Establishing these values will help you design your event and develop the 'who' and therefore 'what'.
- **What** – you need to decide what it is that you will present at your event. Your values will provide direction here. Knowing who your target audience is will help you identify what elements should be at your event. Try to put yourself in the shoes of someone from your target audience, what are their interests, what will attract and excite them at your event.
- **Where** – some things that should be considered when deciding on your event venue include: site area, access, community impact, transport, car parking, ground conditions and existing facilities such as toilets. It is also worth considering your venue in terms of your target audience, is the location accessible to your main target audience?
- **When** – consider your event date in terms of some of the following: other events, day of the week, do your opening times suit your audience and the likely weather conditions at that time of the year.
- **Who** – this is one of the most important points to consider in your pre-planning process. Identifying the 'who' will come from your 'why' and the identification of the core values. Your 'who' may also mean you need to give special consideration for facilities such as young children, teenagers, the elderly or disabled.

It is likely that your event will involve other organisations in its planning and delivery. It is important that all the organisations and individuals involved in the planning and delivery of an event are clear with respect to their roles and responsibilities.

For large scale events it is recommended that a partnership agreement is put in place. As well as detailing who does what this should give consideration as to where responsibility and liability will rest. At the very least the table below should be completed.

[illegible]

## 2.2. Event overview - Why we are running an Event/Festival.

Please give details in here as to WHY you or your organisation want to run the event or Festival?

## 'Why are you organising the Event?'

[illegible]

### 2.3. Key Event Management - Contacts

Populate the following table with the names, roles, responsibilities and contact details of the key people involved in organising your event.

Any event should always have one person who is ultimately responsible for all aspects of the event. Depending on the nature and scale of the event a number of other people will have key tasks and responsibilities allocated to them but will report to the event manager.

[illegible]

[illegible]

## 2.4. Key Event Contacts – Other

Populate the table below with all the other key contacts for your event.

[illegible]



## 2 2.6 Organisational Matrix

### Create an organisational matrix using the template below

An Organisational matrix helps everyone understand the management structure and who is responsible for what. It is also an essential element in your emergency response planning. If an incident occurs it is crucial that your staff, the public or emergency services know the chain of command. The example below is very simple structure, you should highlight the levels of command and the protocols for communication up and down the hierarchy.

Insert Name of Club/Organisation Committee				
Name of Event Organiser /Manager				
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">↓</div> <div style="text-align: center;">↓</div> <div style="text-align: center;">↓</div> <div style="text-align: center;">↓</div> <div style="text-align: center;">↓</div> </div>				
Health & Safety Officer	Treasurer / Financial Control	Programming and Performance	Production and Site Manager	Publicity and Marketing
<ul style="list-style-type: none"> <li>Stewards and Volunteers</li> <li>First Aid and Ambulance</li> <li>PSNI</li> <li>Traffic Control</li> <li>Lost Children</li> <li>Access and Inclusion</li> </ul>	<ul style="list-style-type: none"> <li>Sponsorship Agreements</li> <li>Payments/ Income and expenditure</li> <li>Contract Payment</li> <li>Cashflow/ Budgets</li> </ul>	<ul style="list-style-type: none"> <li>Performers</li> <li>Stage production</li> <li>Run Sheet</li> <li>VIPS</li> <li>Productions schedule</li> </ul>	<ul style="list-style-type: none"> <li>Contractors and Suppliers</li> <li>Insurance and Compliance</li> <li>Traders &amp; Stalls</li> <li>Site set up - technical, waste disposal, Toilets, First Aid, Barriers, Bins, Tents, Marquee Vendors, Traders</li> <li>Clean up site</li> </ul>	<ul style="list-style-type: none"> <li>Media</li> <li>PR</li> <li>Radio/TV</li> <li>Speeche</li> <li>Sponsorship</li> <li>Branding</li> <li>Press / Sponsors</li> <li>Photographs</li> <li>Social Media</li> </ul>



### Production Schedule - Event Day

[illegible]

[illegible]

## 2.8 Run sheet

You can use the

You can use the below table as a template to develop a run sheet for your event.

A run sheet is a useful tool when your event has multiplied activities occurring across the day at different locations within the event site. For example, you may have a stage, arena area and walkabout entertainment. Therefore, it's important you programme all the activities in a sensible and logical manner to make the event flow for your audience. For example, you could programme an arena act to start shortly after a stage act has finished, this gives time for a stage changeover without a total absence of entertainment to keep your audience entertained. Run sheets can be as detailed as seconds for a stage production, however for smaller outdoor events increments of between 5 and 15 minutes usually works well. The FODC events management team can provide further assistance in regard to run sheets if required. An example of a basic run sheet is provided below.

Time	Stage	Bandstand	Performer	Balloon Tent	Food Quarter	FacePainting
13:00 13:05	Chairman Opening Speech	Brassband starts	Street Entertainment starts	Balloon modeller starts	All Food Vendors Open for business	Fave Painting Tent Open

Please note that an **additional separate stage run sheet** in minute increments is recommended to ensure a professional and seamless stage programme is presented.

## GENERAL RUN SHEET - EVENT PROGRAMME

[illegible]

## Complete your own headings relevant to your event

# 2

[illegible]

# 2

Complete your own headings relevant to your event

[illegible]

# Health and safety

## 3.1. Your responsibility for health and safety at your event

The Health and Safety at Work Order (Northern Ireland) 1978 is the primary piece of legislation that covers health and safety at work. Even if you are a community organisation with no employees it is still your responsibility to ensure that your event and any contractors are operating legally and safely. To this, it is essential that you address the following headings to ensure that you have taken all steps that is reasonably practical to ensure your event is safe and complies with all health and safety law and guidelines.

Further information is also available from [www.hse.gov.uk/event-safety](http://www.hse.gov.uk/event-safety)

## 3.2. Risk assessments and management

**Please provide a copy of your completed risk assessment using the FODC Events template**

The risk assessment process is not an option when planning an event, it is an absolute necessity and no event will be granted permission until a suitable risk assessment has been completed. The FODC Events Management Team have developed a risk assessment template. Guidance notes are provided on this form that will lead you through the risk assessment process. It is important that a risk assessment is not just something you do because it is a legal requirement, it is the single most important tool to ensure you cover all health, safety and planning aspects of your event. A risk assessment is a 'fluid' document that should be developed early, constantly monitored, adjusted and shared widely with internal and external stakeholders. [www.fermanaghomagh.com/events](http://www.fermanaghomagh.com/events)

The first step in the process is to develop a risk register, do this with your planning group and try to think of every identifiable risk. Each identified risk will then be dealt with via the risk assessment template. You must include the fire risk within this assessment.

**Please contact the FODC Events Management Team if you require more information on risk assessment and management. You can also refer to the HSE (Health and Safety Executive) 5 Steps to Successful Risk Assessment [www.hse.gov.uk/risk/fivesteps.htm](http://www.hse.gov.uk/risk/fivesteps.htm)**

## 3.3. Risk assessments – other contractors

**Please list here all other contractors associated with your event that you will need to collect copies of their risk assessments.**

Some examples could be a fun fair ride, face painter or walkabout performer. Remember that you as the event organiser hold ultimate responsibility for any element of the event you contract in.

### 3.4. Security

Many events may require some professional security. The main purpose of security and stewarding is crowd control and it will be your risk assessment that will identify what your security requirements will be. When assessing the security needs of your event give consideration to the following; venue location, date, operating times, target demographic, planned attendance numbers, fenced or open site etc.

**Where your event has a charge for admission or a registration fee, you may consider employing a security company to collect door receipts and fees. In this case you should ensure that there is a formal contract with the company or group and that you have a way of verifying all monies owed are paid over.**

You should record the attendance all security personnel using the attendance Sheet pro-forma in the appendices.

Security at events must be SIA (Security Industry Authority) registered. More information is available at [www.sia.homeoffice.gov.uk/Pages/home.aspx](http://www.sia.homeoffice.gov.uk/Pages/home.aspx)

More information on security at outdoor events is available in the HSE Event Safety Guide Crowd Management – Page 45

**Document your security plan here.**

### 3.5. Stewarding

In addition to your own organisations staffing requirements you will also need to consider stewarding requirements.

Some key points to consider when developing your plan are:

- Your risk assessment will help you identify your requirements
- Stewards require training and briefings to ensure they are fully aware of their duties and responsibilities
- You must ensure that you develop a communications plan for all staff, including stewards as they need to understand how they can cascade information or report incidents during the event
- Give consideration to; venue location, date, operating times, target demographic, planned attendance numbers, fenced or open site etc

Document your stewarding plan here.

### 3

#### 3.6. Emergency procedures

Once again, your risk assessment should help you document your procedures. Think about what you will do if a fire occurs, where on the site will you evacuate people? How will you communicate this instruction to your audience? Who will take responsibility for these decisions? What systems do you have in place to contact emergency services?

It is important that you document your procedures and communicate this with all your event staff, contractors and volunteers, as well as making the emergency services aware of your event. Emergency procedures will always include definitions, i.e. when does an incident become major and therefore the management of the incident is handed over to the police.

Please document here what emergency procedures you will have in place for your event. Further guidance can also be obtained from the [www.hse.gov.uk/event-safety/running.htm](http://www.hse.gov.uk/event-safety/running.htm)

### 3.7. First aid / medical cover

The HSE (Health and Safety Executive) Event Safety Guide provides a template that helps you establish your first aid, medical and ambulance requirements. Review in line with the Purple guide [www.thepurpleguide.co.uk/](http://www.thepurpleguide.co.uk/)

Medical / First Aid Plan - An appropriate level of first aid, paramedical and medical facilities should be provided at your event after consultation with the Ambulance Service and relevant voluntary groups. This will be at your expense, so you will need to factor this in to your budget.

#### **Northern Ireland Ambulance Service (NIAS) Notification**

The Northern Ireland Ambulance Service does not routinely provide medical services to public events. There are a number of Voluntary and Private Organisations available which do provide these services.

Event Organisers, who are following good practice as set out in The Purple Guide or other relevant guidance documents, may wish to contact the Northern Ireland Ambulance Service HSC Trust (NIAS) to inform them of the event by using the following link: <http://www.nias.hscni.net/contact-us-2/inform-us-public-event/1308-2/>

**Please document here what First Aid and or medical cover you will have at your event.**

### 3.8. Electricity

It doesn't matter whether the power comes from a generator or a building or if the event is indoors, outdoors or in a marque. If the intention is to remove it at some point, it's temporary.

Temporary electrical installations are subject to the same standards and regulations as permanent electrical installations and must comply with the general requirements of the Electricity at Work Regulations 1989. Any event that has electrical supply included must have a competent electrician sign-off the installation prior to the event starting.

The event organiser/manager should appoint a responsible person with the necessary abilities to take the overall responsibility for the safe installation, testing, operation and deconstruction of temporary electrical installations. The responsible person(s) should have sufficient competencies to enable them to ensure the safety in all respects of any temporary electrical installation in all conditions which can reasonably be predicted to occur.

Guidance is also available – HSE's GS50 Electrical safety at places of entertainment <http://www.hse.gov.uk/pubns/gs50.htm>

**If you are including electrical supply as part of your event, please document the details here.**

### 3.9. Fire safety at your event

You must address the area of fire safety for your event. As stated under 3.2 Risk Assessments and Management you need to include the risk of fire in your event risk assessment.

- Identify the fire hazards, i.e. sources of ignition, fuel and oxygen
- Identify people at risk within and surrounding your site and those at highest risk
- Evaluate the risk of a fire occurring and evaluate the risk to people should a fire occur
- Remove or reduce fire hazards and remove or reduce the risks to people
- Consider the following: detection and warning, fire fighting, escape routes, signs and notices, lighting, maintenance
- Recording significant findings and action taken
- Prepare and emergency plan
- Inform and instruct relevant people, provide training
- Keep assessment under review and revise where necessary

[www.hse.gov.uk/toolbox/fire.htm](http://www.hse.gov.uk/toolbox/fire.htm)

Please confirm here that you have addressed the fire risk in your event risk assessment. Also document how you have addressed the key areas of the fire risk assessment process highlighted below:

### 3.10. Fun fairs and inflatable play equipment

Please note where fairground rides / funfairs are being brought on site for the purposes of the event the Health and Safety Executive NI (HSENI) must be notified. Each piece of paperwork - for each piece of equipment - ie safety certificates, risk assessment, must be available for inspection. Also the employer's liability certificate for the provider responsible for erecting the equipment must be present on site and reviewed accordingly. For further information contact HSENI safety inspector 028 9054 6908 ext 46908

Points you will need to address before approval is granted for any piece of inflatable play equipment are:

- Is the operator conforming to the PIPA Scheme?
- Have they carried out the daily checks on the equipment as required by EIS7
- When the equipment was last fully inspected?
- Will you get full instructions on its SAFE operation?
- Has the inflatable a PIPA tag?
- Do you have a copy of the current PIPA test certificate for this equipment?
- If it is set it up with the blower unit at 1.2 metres distance will it still fit on my site?
- Is the equipment clearly marked as to its limitations of use (max. user height etc.)?
- Are you a member of a relevant association (AIMODS, NAIH or BIHA)?

(Check this against the relevant web site listing (See Participating Organisations)

- Do they have £10 million Public Liability Insurance?

Further guidance on the British Standards and law relating to inflatable play equipment is available on the PIPA Inflatable Play Inspection Scheme website <http://www.pipa.org.uk/index.asp>

Further information is available on the HSE website regarding the ADIPS scheme at [www.hse.gov.uk/entertainment/fairgrounds/index.htm](http://www.hse.gov.uk/entertainment/fairgrounds/index.htm)

**Please include here any rides or fun fairs you intend to have at your event.**

### 3.11. Temporary demountable structures

The use of temporary demountable structures at events is an area that is broad and complex. For a small event it may simply be some market stalls and a marquee. Larger events and festival may include stages, grandstands, lighting towers, gantries, site offices etc. Depending on the scale and types of structure, different authorities will be required to be involved in the approval process. If structures are planned to be in place for extended periods of time then planning permissions may be required. Larger temporary constructions would require independent engineers to sign-off structures before they can be used. So you can see that this is an area that requires careful consideration by the local authority prior to approval.

A 'Best Practice Guide – Safe Use and Operation of Temporary Demountable Fabric Structures' is available via **The Made Up Textile Association (MUTA)** website [www.muta.org.uk/](http://www.muta.org.uk/) and further information and a do's and don'ts checklist can also be found at [www.hse.gov.uk/event-safety/temporary-demountable-structures.htm](http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm)

- All suppliers will need to supply you with a copy of their public liability (min-£5m) and employee insurance (£10m) certificates
- All suppliers will need to provide you with relevant risk assessments and method statements relating to the product they are supplying for your event
- Suppliers will provide a signed hand over inspection once the structure is completed to say that it is safe and ready for use
- You need to consider all other health and safety aspects relating to any temporary structure.

**Please provide a detailed list of all temporary structures you plan to bring onto your event site. Include what procedures you will follow to ensure all structures are supplied by a competent contractor.**

### 3.12. Animals at Events

You are responsible for the welfare of the animals under the Animal Welfare Act. This includes how they are displayed to the public. Contact the Councils Animal Welfare Officer for further advice Tel: 0300 303 1777

You must obtain consent from the Council in writing before you may bring any animal's onsite to Council property for exhibition, performance or entertainment. The Authorised Officer may prohibit the use of any animal at the Event which they consider may pose a danger to the public. A list of animals must be submitted to the Authorised Officer for approval at least 6 WEEKS before the animals are to be brought to the Site. Copies of all relevant licences / registration documentations for each animal must be provided with the application form.

The Hirer shall be responsible for the welfare of the animals, which are to be transported, housed, fed and displayed to the public in a manner suitable and appropriate to the animals' needs. The Hirer shall furthermore at all times abide by the obligations and the duty of care imposed on him by the Welfare Animals Act (NI) 2011.

**Please provide a detailed list of all animals you plan to bring onto your event site.  
Include copies of all relevant licences / registration documentations for each animal.**

Please refer to the Terms and Conditions section 6.13 for the information regarding animals at events

# Communications

The importance of communications when planning and delivering an event is paramount. You need to consider three main areas of communication when developing your event.

1. Communicating with your planning team pre event to ensure all people are aware of all what is being proposed. It is also essential that you communicate your event plans to the residents and businesses in the surrounding area, the earlier the better.
2. Communications on the day of the event, ensuring that there is a clear communications plan in place and that all stakeholders are familiar with the plan. You also need to make sure that you have the practical tools to make the communication plan work on the day, this could include radios, mobile phones, runners (staff to run errands and messages) and a public-address system.
3. Audience communication needs to be considered to make the visitor experience enjoyable and seamless. Elements here could include flyers, site plans, signage, public address system, stage schedules, MC's and information points.

## 4.1. Event communications – Surrounding residents

Document here how you are going to communicate your event plans to surrounding residents and businesses Detail here any consultation that has been carried out pre-event.

Please note that you can list your event on the FODC website under 'EVENTS'. Go to [www.fermanaghomagh.com/events](http://www.fermanaghomagh.com/events)

### 4.2. Event day communications - Audience

**P.A Systems-** Document here what plans you have in place for communication with your audience on the day, take note of point 3 above. Detail any PA systems in use at your event. If the entire site is not covered, please detail which parts are not covered and how these areas can be communicated with.

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

More information on event communication can be found in the HSE Event Safety Guide Communication – page 37

**Detail here where loud hailers can be located if PA system goes down.**

### 4.3. Marketing & Branding

Key points to consider when developing your Marketing plan are:

- Ensure that the marketing and branding is appropriate to the target audience.
- What social media platforms have been used
- Links to Council Social Media platforms for the event
- Will surveys be carried out to meet outcomes?
- Adhere to all Branding, Sponsorship, and marketing agreements via Council. (refer to Councils Letter of offer, grant aid or sponsorship agreements etc)

**Document full details on Marketing plan and types of branding required for the Event site, plus any agreements via funding applications with 3rd parties.**

#### 4.4. Event day communications – Internal

Key points to consider when developing your plan are:

- Ensure that under 2.3 Key Event Management Contact you list phone contact details and radio channel details if radios are being used
- Ensure that via your organisation matrix (2.6) all people working on your event understand the chain of command and therefore who they will contact should they need to report an incident or cascade information
- Your communications plan needs to be developed taking into consider the organisational matrix and the emergency response plan
- Use of radios should be considered and details of their use recorded in this plan (for example - who has them).

**Document here what plans you have in place for your event day communication for event staff and emergency services, both on site and off site.**

More information on event communication can be found in the HSE Event Safety Guide Communication – page 37

# 5 Lost children

You must ensure that you develop a lost children's policy and make all event staff and volunteers familiar with the procedures and policy. Some important points to consider when developing your policy are:

- Identify arrangements for the 'safe' care of children until such time that they can be reunited with their parent/s or guardian
- There should be a clearly advertised point for information on lost children
- Lost children should never be left in the care of a sole adult, always ensure that there are at least two adults in place.
- If a lost child is found and reported to one of the event staff a message should be communicated to all event staff as per the communication plan (radio, phone, in person to event control point) that a 'code word' at 'location'. Two staff should then remain with the child at this point for a period of 10 minutes to allow for a possible quick reunification.
- If after 10 minutes there has been no reunification then the child should be taken to the designated lost children's point by two members of staff. If possible this point should be adjacent to your event control point or the first aid/medical area.
- All incidents need be logged, ensuring all details are recorded.
- Staff should try to ascertain a description of the child's guardian, their name, mobile number if known and a description.
- The child and the parent/s guardian should not be reunited until a match has been established. To this if a parent comes to the lost children's point claiming they have a lost child they must provide a signature and identification along with a description of their child, this could include age, clothing, hair colour, height etc.
- If there is any reluctance from the child to go with the adult then you should inform the police.
- Once a lost child incident has been resolved you must inform all staff that the 'code' has been resolved. Complete the report and log.

Please document here what your lost children's policy and procedures are.

# Licensing

## 6.1. Premises and TEN (Temporary Events Notice)

Please refer to the FODC Events Licence Guidance document for details on:

- What activities are defined as licensable activities?
- Key license contacts within FODC

If your event is including any licensable activity please provide details here.

## 6.2. PPLPRS Licence

Live and recorded music at one-off events requires a The Music licence.

### What is The Music Licence?

The Music Licence allows you to legally play and perform music in your business, whether through the radio, TV, other devices and/or live performances.

If you play or perform music in your business or organisation in the UK, you will usually need The Music Licence. It will cover you, with one licence and one invoice, for the use of virtually all commercially released music available – millions of songs and recordings, including the most popular and well-loved music not just from the UK but also from around the world.

PPL PRS Ltd is a new company, equally owned by PPL and PRS for Music. It has been created to provide customers with a streamlined music licensing service – The Music Licence – with a single point of contact to make it easier to legally play and perform music in public.

<https://pplprs.co.uk/what-we-do/>

<https://pplprs.co.uk/contact-us>

Please provide details on any recorded or live music you plan for your event

# 6

### 6.3 Road Closures

Please provide details on any ROAD CLOSURES you plan for your event to Fermanagh and Omagh District Council under the Roads (Miscellaneous Provisions) 2010 Act (Commencement) Order (Northern Ireland) 2017, for the grant of a Road Closure Order for a special event.

**Contact Licensing Department on 0300 303 1777 to discuss and get application form for road closure order.**

**Fees: FODC Small Event fee-£250, FODC Large Event fee-£415**

[www.fermanaghomagh.com/services/business-services/licensing/road-closures/](http://www.fermanaghomagh.com/services/business-services/licensing/road-closures/)

- Full risk assessment with regards to traffic management plan (refer to traffic management guidance notes).
- Co-ordination checks via the DRD Roads Service to ensure that a roads closure will not affect or be affected by other works/events in the locality.
- Details of any proposed alternative route, which must be agreed beforehand by the Council to cater for displaced traffic.
- Details of any Road Traffic Regulation Orders that may need to be suspended eg. Speed restrictions, one-way etc.
- Full maps showing the extent of the closure and alternative routes.
- Details showing the Public Transports Services/School Transport Services, which may be disrupted. The party requesting the closure must finance any alternative provisions.
- Fee made payable to the Council including advertising costs.
- Details of any structures or equipment to be erected.
- Confirmation of Public Liability Insurance. (£10 million)
- Evidence of consultation with residents and businesses.
- Event Management plan/safety plan, where necessary.

**Please provide details on any ROAD CLOSURES you plan for your event**

# Insurance

All event organisers holding an event on FODC property, in receipt of an FODC grant for events and festivals, sponsorship or holding an SLA from FODC must hold public liability insurance to the value of £5 million or £10 million (depending on event)

**You must also ensure that any contractors that you are engaging also hold public liability insurance and any other appropriate insurance, i.e. product liability, employee insurance. For Fermanagh and Omagh District Council events the requirements are £5million public liability and £10million employer's liability. You obtain evidence of insurance prior to appointment and retain this evidence on file.**

You will also need to ensure that you hold copies of all contractor's relevant insurance and that copies of such can be provided to the Events Management Team upon request

**Please confirm that you hold public liability insurance to the minimum value of £5 million or £10 million (depending on Event) and that a copy of the policy has been forwarded to the Council.**

## 8 Provision of food

Document details here of any catering and or provision of food you plan to provide at your event.

Please note that all details of any catering concessions should be listed under 2.4 Key Event Contacts – Other. Only businesses with 4 or 5 Food Hygiene Rating will be accepted at Fermanagh and Omagh District Council orgainsized or supported events or festivals. This includes events held on FODC estate/ lands. Evidence of Food Hygiene Rating will be required.

Anyone that is providing catering at your event must complete the FODC Environmental Health Catering Questionnaire and return to the appropriate officer no later than 2 weeks prior to the event date.

A guidance document titled 'A Guide Running Food Stalls at Shows and Festival' accompanies the questionnaire.

Refer to **Event Toolkit** for further guidance on catering and food safety.

# Site considerations

## 9.1 Site Plan

Please include a copy of your site plan within this document or as separate attachment.

A site plan must be submitted for each and every event. As this template has been designed to assist smaller event organisers we do not expect you to supply a site plan of a standard that we would anticipate from a larger professional event organiser, however the more accurate and detailed the plan the better. It will help you execute the site build and production elements of your event.

Your site plan should include the following:	
Placement of all temporary structures	All other site infrastructure
Any fencing or barriers	Generator or power sources
Power supply runs (cables)	Entry and exit points
Emergency exits and assembly points	First aid points
Information point	Lost children's point
Vehicle entry points	Any event décor, i.e. flags, banners etc

Be aware that you may want to create two versions of a site plan, one that you would use at the site on the day to provide event participants with information and another version that is purely for your management team. Accurate site plans are very helpful when you are doing the site build as you are able to clearly direct people when they arrive on-site to their correct position. Site plans are also a useful tool in the event design process as you can plan how people will enter the site, how people will interact with the site and how people will move about the site.

## 9.2 Toilets

You are required to provide adequate toilets facilities for you event attendees, staff and contractors. The HSE guidelines for toilets numbers are provided below. More information on Sanitary Facilities at your event can be found in the [www.thepurpleguide.co.uk](http://www.thepurpleguide.co.uk).

Be conscious that you will need to provide disabled facilities and separate sanitary facilities for caterers.

Please outline here your planned toilet provisions for your event based on your expected numbers and gender split.

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: 1 toilet per 100 females	Male: 1 toilet per 500 males + 1 urinal per 150 males	Female: 1 toilet per 120 females	Male: 1 toilet per 600 males + 1 urinal per 175 males

### 9.3 Vehicles on site

Points to consider when developing your vehicles on site policy:

- As part of your emergency planning (and included on your site plan) you should have clearly marked emergency ingress and egress routes. Ideally this should be a sterile route however this may not always be possible and you therefore need a procedure in place for the safe ingress and egress of emergency vehicles.
- What vehicles will need to access the site for your event?
- What vehicles will need to remain onsite throughout your event and which will be off-site before the event opens?
- Are there any vehicles that will need to move on the site during your event? It is strongly recommended that you avoid the need for this, however if it is needed you should have a rigid procedure in place and ensure that all people involved in your event are fully briefed on the protocol.

Please outline here what your vehicle policy is for you event site.

## 9.4 Traffic, transport and parking

Many smaller community events will have limited impact on traffic and parking, however it is still important that you give this consideration when planning your event. Larger events can have significant impacts on local traffic and transport and will require extensive risk assessments and detailed plans dealing specifically with traffic and transport. It is important that through your risk assessment you consider traffic, transport and parking no matter what scale your event is.

Points to consider when developing your plans:

- How will your target audience travel to your event?
- Consider the various transport links around the event site, and how these can be promoted

Outline any traffic, transport or parking plans you have in place for your event.

### 9.5 Contingency planning

Refer to emergency planning Planning for incidents and emergencies. As the event organiser you need to ensure that you have plans in place to respond effectively to health and safety incidents and other emergencies that might occur at your event.

For all but the smallest events with low risks, draw up and discuss your plans with the event Safety Advisory Group. This emergency plan needs to be in proportion to the level of risk presented by event activities and the potential extent and severity of the incident.

#### Key points include:

- Awareness that the initial response to an emergency may be the responsibility of the event organiser and their immediate team
- Recognition that all involved with the management of events (including employees and volunteers) need to be assigned to, and understand, their specific roles, should an incident or emergency occur

#### Procedures for volunteers and staff to follow in an emergency should include:

- Raising the alarm
- Informing the public
- Onsite emergency response, .i.e. use of fire extinguishers
- Summoning the emergency services
- Crowd management, including evacuation, where necessary
- Evacuation of people with disabilities
- Traffic management, including emergency vehicles
- Incident control
- Liaison with emergency services
- Providing first aid and medical assistance

**Places of safety** – plan how you will evacuate people to a place of relative safety from where they can make their way to a place of total safety

**Event/Show stop** - Effective response to an emergency can sometimes mean a rapid and controlled halt to a performance/event to prevent further risk to the audience or to initiate an evacuation.

#### Document the emergency procedures you will have in place for your event.

# Environmental considerations

It has never been more important for event organisers to put in place plans to minimise their environmental impact. The following headings regarding the environment need to be addressed.

## 10.1 Recycling

It is essential that your event has a recycling plan in place and that it is carried out. For small community events this could be as simple as labelling some bins to encourage people to separate their waste into a range of categories and then making sure that these are taken to the council provided recycling bins located around the borough.

Larger events will need to demonstrate that they have a sound recycling strategy in place or are employing a professional recycling organisation to manage recycling on the day.

### Points for consideration:

- Make sure your concessions and food suppliers have appropriate policies and procedures in place in regard to providing biodegradable containers and systems for the disposal of dirty water, cooking oil etc
- Think through how you will encourage people to place the appropriate waste into the correct receptacle. Contaminated recyclable materials could mean that the materials need to be sent to landfill
- How will you keep the site clear of waste? Will this be the remit of stewards or volunteers?

[Document your recycling plans for your event here](#)

Further advice can be sought from the FODC recycling team.

# 10

### 10.2 Noise

With residential areas or businesses in close proximity it is essential to manage any event elements that may cause noise issues. The most obvious elements that have the potential to cause noise pollution issues are live music stages, recorded music and public-address systems.

#### Points to consider:

- Selection of location for your event
- Larger events that have a music stage and PA system will always have to employ a professional sound engineer and they must liaise with the FODC Environmental Health to establish agreed sound levels
- Residents should be provided with an event day contact from your organisation that can be contacted on the day should they wish to raise a noise complaint

**Please document what elements of your event have the potential to cause noise nuisance and what plans you have in place to mitigate this.**

### 10.3 Surface protection and trees

If your event requires a large amount of equipment to come onto the site you may need to consider installing track way to protect the ground. The Terms and Conditions outline your obligations in relation to the sighting of equipment around the base of trees. Tree root compaction can cause the premature death of trees due to compaction of soil around roots, restricting their ability to absorb oxygen from the soil.

- Please refer to the Terms and Conditions section 6.3 for the information regarding sighting of equipment around trees

**Please document here your plans for minimising damage to the parks ground and trees.**

## 10.4 Biodiversity Duty

As part of the Biodiversity Duty that Councils and all public bodies have to take account of, it is imperative that your event plan considers the possible impacts your event will have on biodiversity.

**“It is the duty of every public body, in exercising any functions, to further the conservation of biodiversity so far as is consistent with the proper exercise of those functions.”**

Wildlife and Natural Environment Act (Northern-Ireland) 2011

Events have the potential to directly impact on wildlife that may be using the site, or indirectly through pollution to a watercourse etc. Issues to consider include the need to document evidence to show you have taken account of biodiversity and any mitigation required.

- consider if your event location is within or near to a protected site such as a Special Area for Conservation or Area of Special Scientific Interest. If the event has the scope to impact on a European protected site, than a further Habitat Regulation Assessment could be required.
- consider are there any protected or priority species present on site. If so, have you taken account of their needs for .e.g. Appropriate distances from event equipment to their habitat. If you are not sure, consult with the Biodiversity Officer
- consider if there are any invasive species on site. If so, have you considered biosecurity measures required, if you are not sure, consult with the Biodiversity Officer
- consider your distance to a watercourse or water-body and make sure that appropriate water pollution prevention measures are put in place if there is any risk or run-off or pollution to this watercourse.

## APPENDIX attached as named files

Site Map		
Risk Assessment		
Insurance Certificates for all suppliers and traders		

### Attached

Permission Documents	Yes