Event Management Plan

As an Event Organiser you are responsible for:

- Informing your local authority of the event
- Seeking permission of the relevant land owner
- Submitting the relevant documentation to your local authority in a timely manner
- 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 the competence of staff at the event to undertake their roles safely
- Checking all insurance documents, risk assessments and methods of work for contractors, stall holders, caterers etc (these documents may also be requested by your local authority)
- 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. The local authority is not responsible for any lack of information not submitted with this application.

Privacy Statement
Your personal information is required for administration purposes. Your local authority is committed to protecting your privacy and fulfilling its obligations under UK data protection laws. The Local Authority may use this data in order to inform you of its activities and/or improve its services in relation to the subject matter only, but will not sell, rent, distribute or otherwise make your data commercially available to any third party, unless it is required to by a court order or to comply with other legal requirements.

What happens to my event information?
The event notification form, event management plan, site plan, risk assessment and public liability certificate will be sent to the Safety Advisory Group, filming group and land consent group for review. The Safety Advisory Group consists of representatives from various departments at your local authority, Somerset and Dorset Fire and Rescue, Somerset Highways, Avon and Somerset Police and other emergency services. Your information will not be passed on to any other party without your prior consent.

Contents

1. Event Overview
2. Site Management
3. Incident Management
4. Traffic Management Plan

Please type your answers into the white boxes

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

1.1a Description of the event

1.1b Event Start and Finish

Event start time	
Event end time	

1.2 Event Itinerary

Timings of the event including set up and break down timings	
Date / Time	**Action**

1.3 Programme of Events

Programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)	
Time	**Activity**

1.4 Roles and Responsibilities on Event Day (s)

Brief 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 the event. Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section	
Role	**Responsibilities**
Event Organiser	
Event Manager	
Site Manager	
Health & Safety Officer	
Arena/stage Manager	
Steward Coordinator	
Press and PR coordinator	
Other	

1.5 Crowd Management

Details on how the crowd will be managed at the event Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section
1.5a Is the event ticketed? If yes, what arrangements are in place for this?
1.5b How will capacity be managed at the event?
1.5c How will access and egress of the crowd be managed?

1.6 Advertising

In England/Wales, fly-posting is illegal (in certain circumstances) under the Highways Act 1980 and the Town and Country Planning Act 1990.

Legislation:

Sections 131 (2) and 132(1) of the Highways Act 1980

Section 224 of the Town And Country Planning Act 1990

1.6a How and where will the event be advertised?
1.6b Will the media be in attendance and if so how will they be handled?
1.6c May the details supplied here be given to interested parties?
a) ☐ Yes ☐ No b) If yes, which name and contact details can we release?

2. Site Management

2.1 Contractor Management

Details of any contractors that will be involved with the event. Ensure that you check any safety documentation of contractors that are hired	
Company	**What are they providing/doing?**

2.2 Traders

2.2a Details of any traders/commercial traders and charity stalls That will be at the event, please ensure that you check any safety documentation of traders	
Name of Organisation	**Concession Type**

2.2b Sale of Alcohol If you are selling alcohol at the event, how is this being managed? Please note a temporary events notice will be required.	
2.2c Catering Requirements (Food, drink, water) For **each** catering supplier/food stall that is attending the event, please provide the following information:	
Name of Business	
Address of Business	
Contact Telephone number	
Name of local authority that they are registered with	
National food hygiene rating (If available)	
Name of Business	
Address of Business	

Contact Telephone number	
Name of local authority that they are registered with	
National food hygiene rating (If available)	

2.3 Fencing and/or barriers

Fencing and/or barriers at the event including the type and their location Please ensure that you check any safety documentation of contractors that are hired.

2.4 Electricity, Water, Gas Supply and Generators

Any electricity used during the event / filming whereby the source is obtained from Local Authority supply charges may apply. Any recharge will be invoiced after the event.
Readings will be taken before the event and after the event by the Local Authority Contractor.
Please ensure you have contacted the market officer Stuart Beeton prior to use
Tel: 07590965426

2.4a Electricity, water, gas supply. Explain where these will be sourced and the processes in place to manage these. Please ensure that you check any safety documentation of contractors that are hired.
2.4b Generators at the event. Explain where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids. Please ensure that you check any safety documentation of contractors that are hired. Generators should only be 110w.

2.5 Temporary Structures

Temporary structures at the event and location e.g. gazebos, marquees, staging Please ensure that you check any safety documentation of contractors that are hired. Guidance on Temporary Structures, Large Tents and Marquees. www.muta.org.uk/MUTAMembers/media/MUTAMembersMedia/PDFs/MUTA-s-Best-Practice-Guide,-November-2014.pdf
Temporary structure risk assessment included ☐

2.6 Fire Safety

Aspects related to fire safety at the event. Please ensure that you check any safety documentation of contractors that are hired. Fire Risk Assessment Guidance for Open Air Events and Venues. www.gov.uk/government/uploads/system/uploads/attachment_data/file/14891/fsra-open-air.pdf
Tick the box to advise of the inclusion; Fire risk assessment ☐ Fire safety plan ☐

2.7 Temporary Events Notice

IMPORTANT NOTE:

Licensable activities at the event such as the sale and supply of alcohol, the provision of late night refreshments to the public and regulated entertainment may require a temporary event notice (TEN). A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours.

A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licences in place.

2.8 Musical Entertainment

Entertainment arranged for the event i.e. Live music with amplification and management of noise disturbance and potential complaints.

Important notes:

- Live music you may require a Temporary Events Notice.
- It is **your** responsibility to inform the Performing Rights Society (www.prsformusic.com) if you are having live music at your event.
- Please ensure that you check any safety documentation of contractors that are hired.
- For the Bishops Barn please refer to the Bishops Barn terms and conditions item 16 page 5 Noise Limiter

2.9 Attractions

Attractions at the event e.g. inflatable's, funfair/children's rides, fireworks

For these attractions make sure that you see a copy of the provider's public liability insurance, risk assessment and method statement. The name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme) is required

Please ensure that you check any safety documentation of contractors that are hired.

Name, address and telephone number of organisation	Attraction and ADIPS number if applicable

2.10 Medical and First Aid Cover

Medical provider and resources at the event including their location (*e.g. number of first aiders, doctors, ambulances etc.)*

2.11 Public Health and Welfare

2.11a 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. There may be a charge if toilets are required outside normal opening times (check with your local authority). If inadequate provisions are available this can lead to a risk of a disruption to public order and safety)*
2.11b Waste Disposal Arrangements for waste disposal, rubbish bins and litter collection at the event. *(As the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor. The local authority is NOT responsible for arranging waste disposal at your event.*) Please refer to the terms and conditions.
Litter clearance team organised throughout the event ☐ Litter bin emptying discussed with Local Authority Contractor ☐ Trade waste company organised ☐
2.11c Noise Management Arrangements made for minimising noise disruption at the event, particularly if you are having live, amplified music.

2.12 Event Accessibility

e.g. Accessible toilets provided, Accessible parking, Ramped access *Please refer to the Accessibility Guide Checklist at the end of this document*

2.13 Steward and Marshal Management

2.13a Roles and responsibilities of stewards
2.13b Position of stewards and reason
2.13c Details of steward provider, *e.g. Security Industry Authority (SIA) qualified security staff, voluntary* *(Names not required)*
2.13d Steward visual identification e.g. *Hi Vis, uniform, armbands*
2.13e Steward Training
2.13f Steward briefing *(Include a copy of the information that will be given to Stewards briefing document)*

2.13g Communication between event team and stewards

3. Incident Management

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. Do not refer to Avon and Somerset Police throughout this document. They cannot provide support to any element of the event other than in an emergency and even in this instance their first port of call would be your contingency plans.**

3.1 Lost or found child or vulnerable person

3.1a Procedure
3.1b Designated person in charge
3.1c Rendezvous point
3.1d Announcements to be made

3.2 Incident Reporting and Investigation

System in place for reporting and recording accidents and incidents at the event Please refer to the terms and conditions

3.3 Communication with the Public

Communication with members of the public in the case of an emergency. *(It is advisable to have emergency messages scripted before the event for use on the day)* Use of flash cards for staff

3.4 Emergency Plans

IMPORTANT NOTE:

It is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to Avon and Somerset Police. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.

It is important that you set out your procedures carefully and brief all event staff, contractors and volunteers so that they are clear and widely understood.

In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.

3.4a Emergency plan for the event *It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the 'what if's' at the event (i.e. contingency planning).* *What are the contingency plans for situations, such as:* *Need for evacuation, fire, power failure, collapse of a temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, key location becomes unavailable, cancellation prior to or during?* *This is not an exhaustive list and the specific nature of your event will suggest others.*
3.4b Person responsible for determining that an incident is now a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control
3.4c Person responsible for reporting this to the emergency services
3.4d Systems in place to contact the local emergency services
3.4e Person responsible to liaise with the emergency services when they get to the site
3.4f Entrance/access points that the emergency services to use that are safe and can be kept clear of crowds.
3.4g **Person responsible for crowd control during an incident?**

3.4h Evacuation procedure *(What steps would you take)*
3.4i Communication of evacuation procedure to the public
3.4j Emergency signage to be used *(e.g. emergency exit signs)*

4. Traffic Management

4.1 Traffic Management

4.1a Is the event taking place on or off the Highway?	
☐ On the Highway	☐ Off the Highway
4.1b The best route for traffic to take in order to get to the event. *(Please state how will this be communicated)*	
4.1c What is the best and safest route for traffic to exit the event? *(Please state how this will be communicated)*	
4.1d In the interest of pedestrian safety, how will pedestrians interact with vehicle movement (*Please include information about how they will cross open roads safely)*	

4.1e Have you liaised with and inform local residents and businesses about the impact to local roads. *(Please state)*

4.1f Can people enter the event without causing an obstruction on the road?

4.1g Have you considered the impact that the event will have on public transport? (*Have you informed your local bus/rail/taxi company)*

4.1h Are you requesting any parking suspensions as part of the event? **If yes, please complete the information below.** *(If you do not include ALL of this information your request cannot be considered)*	
Location (street name/car park)	
Number of spaces	
Intended use for the parking spaces	
Start time of suspension	
End time of suspension	
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	

4.1i If you are providing off-road parking, please complete the information below: *(Please note: any parking areas must be stewarded at all times. You may be asked to provide a parking plan)*	
Location	
Number of spaces	
How will the area be managed?	
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	

4.2 Road Closures

If your road closure request is granted under the Town Police Clause Act, your local authority will produce the road closure order. Speak to your local authority for more information.

If made under the provisions of the Road Traffic Regulation Act 1984 the road closure notices will be produced by Somerset Highways. This will involve a charge.

IMPORTANT NOTE:

Before a road closure can be considered the following documents MUST be submitted to your local authority along with this plan

There is currently no charge for the making or monitoring of a Road Closure Order. In order to make a road closure application we require a minimum of 12 weeks notice. Before making the application we would strongly recommend that the event organisers discuss the proposals with the local police. Under the terms of the legislation, the council must be satisfied that it is necessary to close the road in order to facilitate the event. For the road closure to be granted the police, Highways Authority and the street works authority must confirm that they have no objections. If any of these parties object to the closure Mendip District Council will be unable to grant the order.

Every application for a road closure should be sent to Mendip District Council (Road Closures), Council Offices, Cannards Grave Road, Shepton Mallet, BA4 5BT and **must** include the following:

- A map showing the road(s) that you wish to close. The map should also be used to indicate the signage that you intend to use (including the position of the signage), the position of all of your marshals and the location of your first aid support.
- A copy of the public liability insurance (minimum £5million) that covers that event.
- A list of contact details for those who hold positions of responsibility within the event organising committee - these details may be made available to any member of public who makes an enquiry with regards to the event.
- A copy of the full risk assessment for the event. This does not have to be submitted with the application form but must be received before a road closure order will be granted.
- A copy of the letter sent to all businesses that will be affected by the road closure for your event. We also require a copy of the list of businesses that you have contacted.

All signs MUST conform to "Traffic Safety Measures and Signs for Road Works & Temporary Situations Act", (Traffic Signs Manual, Chapter 8).

Please note that all road closures require 12 weeks' notice of any road closures for coordination purposes.

4.2a Are you applying for a road closure as part of your event?	
☐ Yes	☐ No

I understand that any paperwork requested must be provided by the time periods started (please see event notification timescales) before the event. Failure to provide all the required paperwork in this timeframe could result in the cancellation of the event.

Signed:

I understand that I am not permitted to advertise or promote this event until I have written consent from Mendip District Council that it can take place

Signed:

I have discussed my proposed event with the appropriate ward councillors
Details found here: http://www.mendip.gov.uk/councillors

Please tick to confirm ☐

Or I will discuss my proposed event with the appropriate ward councillors at least 4 weeks before the event.

Details found here: http://www.mendip.gov.uk/councillors

Please tick to confirm ☐

Appendices

I. **Site Map**
   a. Please provide a site map of the event site

II. **Risk Assessment**
   a. Please complete an event specific risk assessment including a fire risk assessment

III. **Public Liability Insurance**
   a. Please provide a copy of your public liability insurance certificate (for a minimum of £5 million)

IV. **Road Closure Documents (if applicable)**
   a. A copy of valid Public Liability Insurance (£5 million minimum)
   b. Health and Safety Risk Assessments including reference to risks on the Highway
   c. Signage Schedule (Map and indication of where signs will go)
   d. Plan of diversion route (if applicable

V. **Bonfire and fire work displays (additional to the above)**
   a. Fall out plan
   b. Action plan of how the debris will be cleared after the event
   c. Action plan on how the land will be reinstated

VI. **Key requirements**
   a. Supply of contact details
   b. Collection date and time
   c. Lock locations

VII. **Accessibility plan**
   a. Use the accessibility checklist (next page) for your event / filming

Planning and arranging events -- Accessibility checklist

This checklist is designed to ensure that the event you are arranging is accessible from start to finish. By working through the checklist, you can be confident that the needs of all participants are anticipated and planned for – key to the smooth running of any event.

Title of event	
Date	
Venue	

The venue	**Checked**	**Notes**
What happens on arrival? Is there level disabled car parking nearby, and an easily negotiated route to the venue entrance?		
Is there level entry to the venue? If not, are there steps with handrails **and** ramps to enable access?		
Is there clear signage at the entrance, and/or someone to meet and greet, so participants can find their way around?		
Are the routes between different areas of the venue clear and unobstructed?		
Does the venue have accessible WC facilities?		
Are escape routes and emergency exits clearly indicated, unobstructed and accessible?		
If you cannot answer YES to all of the above questions, how you will ensure that everyone can participate fully?		

Meeting individual needs	**Checked**	**Notes**
Have you asked delegates/speakers if they have any special requirements relating to: Diet? Access?		
Have you advised delegates/speakers that event information is available in alternative formats? (It's helpful to list the formats		

you can provide, e.g., large print, computer disc, etc.)		
Have you asked whether speakers require audio-visual aids? If so, what are they?		
Is the stage or speaker area accessible?		
If you are using microphones, a lectern, etc., are they height-adjustable?		
What are the requirements of people providing personal support, e.g., signers, speech-to-text reporters, etc.?		
Any other requirements?		

Note: One often sees phrases like "Please write or ring for access information" in publicity brochures. This simply means extra hassle for potential delegates and it also means more work for you! Publicising your access arrangements from the outset gives everyone the opportunity to make informed choices.

Checking who needs to know what	**Checked**	**Notes**
Delegates/speakers – have you advised them how their requirements will be met?		
People providing personal support – have you advised them how their requirements will be met?		
Speakers – have you advised them of delegates' special requirements?		
Venue – have you advised them of accessibility requirements? *Have they confirmed their ability to meet them?*		
Stewards and other helpers – do they understand what's expected of them?		

Planning is key to the smooth running of any event, and crucial to making it accessible.

If you don't ask, you won't know, and if you don't know, you can't plan.