

# **Highland Council**

## **Event Management Plan Template**

## Introduction

This template event management plan has been produced to aid event organisers in planning safe events. By using this document as a guide organisers can ensure that all safety aspects have been considered. In each section, guidance notes are included to indicate the issues to be considered.

The plan should be completed alongside other guidance, in particular the '*Current Health and Safety Executive guidance regarding Event Safety*' which can be downloaded from the Health and Safety Executive (HSE) website at: <http://www.hse.gov.uk/event-safety/>. A further useful website is the The Events Industry Forum Purple Guide <http://www.thepurpleguide.co.uk/>

It should be remembered that the headings in the template are by no means exhaustive, and if the organiser considers a part of their event ought to be detailed in the plan, then it should be added. Also note that not all parts of the template may be relevant for every event.

On completion of the document, it is recommended that the plan is thoroughly read through, and perhaps checked by a person who has not seen the plan before. In the event of an incident at the event, the Council and the emergency services will be relying on the plan to know your event as well as the organising team do.

If there are any queries on the use of this plan, please see the list of contacts who may be able to assist you further.

# **Event Management Plan**

**Event Name**

**Event Date and Times**

Owned by: \_\_\_\_\_

Version: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Review Date: \_\_\_\_\_

## Contents

### **1. Event Overview**

- 1.1 Event description
- 1.2 Location
- 1.3 Dates and Duration
- 1.4 Entrance and Exit points
- 1.5 Attendance
- 1.6 Audience Profile
- 1.7 Temporary structures
- 1.8 The Event Organisers
- 1.9 Roles and Responsibilities
- 1.10 Contacts
- 1.11 Catering and Hospitality
- 1.12 Welfare Provision
- 1.13 Litter/Cleansing Services/Grounds Maintenance
- 1.14 Entertainment
- 1.15 Licensing
- 1.16 Noise Management
- 1.17 CCTV
- 1.18 Briefing Arrangements
- 1.19 Special Provisions

### **2. Crowd Management**

- 2.1 Security/Stewarding arrangements
- 2.2 Barriers
- 2.3 Management of attendee numbers

### **3. Communications**

- 3.1 PA System
- 3.2 Radio
- 3.3 Loud Hailers
- 3.4 Telephone
- 3.5 Signage and Public Information
- 3.6 Media Handling

### **4. Traffic Management**

### **5. Medical and First Aid Cover**

### **6. Fire Risk Assessment**

### **7. Police**

### **8. Risk Management**

- 8.1 Risk Assessments
- 8.2 Incident Recording
- 8.3 RIDDOR
- 8.4 Health and Safety Enforcing Authority
- 8.5 Insurance
- 8.6 Weather

### **9. Incident Management**

- 9.1 Emergency Plan
- 9.2 Extreme Weather
- 9.3 Emergency Vehicle Access
- 9.4 Event Evacuation Plan
- 9.5 Hand-over procedures

### **10. Lost Children / Vulnerable Persons**

### **11. Debrief and Event Review Arrangements**

## 1. Event Overview

### 1.1 EVENT DESCRIPTION

*Include a brief description of what your event is. Think of it as how you would describe your event to someone who has never been to it before.*

### 1.2 LOCATION

*Describe the detailed location in which the event will be located this should include detail of the closest major road(s).*

*A location plan should be provided together with a more detailed site plan showing the location of any infrastructure, facilities etc. e.g. stages, toilets, marquees etc.*

### DESCRIBE THE SITE AND SOME OF THE SURROUNDING AREA

*Give a general description and link to plans in the appendix.  
HINT: you may be able to print aerial views of your site from the internet.*

### 1.3 DATES AND DURATION

*Include details of the build up and break down schedule of the event (preparatory / closedown activities), as well as the event itself. If specific happenings are likely to attract a larger number of people, include information in this section.*

## 1.4 ENTRANCE/EXIT POINTS

*Enter details of how the public enter or exit the site. If your event has complex entrance/exit arrangements e.g. separate entrances for ticket or cash sales, pre-sold entrance points or is an enclosed area please add more detail to this section. HINT: maps or diagrams may help make things clear.*

## 1.5 ATTENDANCE

*Include your expected attendance figures. For an all day/multiple day event this should include maximum expected/allowed attendance and the maximum at any one time. You should also provide numbers for any other persons who will be on the site during the event e.g. event management personnel, other staff employed and performer numbers.*

*For any buildings to be occupied for the event you should consider any existing occupancy levels and maximum occupancy based on existing exit space, evacuation rates and appropriate evacuation routes.*

## 1.6 AUDIENCE PROFILE

*Note that your audience profile will help you when planning for risks and ensures that you put in place control measures and facilities appropriate to the event.*

*Previous history, entertainment type and ticket sales will all help to indicate the audience profile.*

## 1.7 TEMPORARY STRUCTURES & UTILITIES

*Please detail any temporary structures that will be used at the event e.g. grandstands, stages and marquees. You should provide details of how the safety of such structures is ensured through their appropriate design/materials, correct siting/positioning and procedures for their safe erection/dismantling.*

*Details of competent persons/contractors to be used and their associated risk assessments should be included in the appendix.*

*Details of any temporary electrical and/or gas installations should also be included here and in the risk assessment for the event.*

## 1.8 THE EVENT ORGANISERS

*Please detail who the event organisers are. You should also detail any relevant qualifications or experience.*

## CHAIN OF RESPONSIBILITY

*Give a brief overview of the chain of responsibility for the main roles within the event. Identify who is responsible for what and give further details in the 'Roles and Responsibilities' section below.*

## 1.9 ROLES AND RESPONSIBILITIES

<i>Give details of the main roles</i>	<i>Brief explanation of the responsibilities</i>

## 1.10 CONTACTS

*Provide a full list of contacts with contact numbers in the appendix so that if someone needs to get in touch with anyone involved in your event, they will look here. Ideally you should provide an e-mail address, landline and mobile number for each person.*

## 1.11 CATERING AND HOSPITALITY

*Provide the business and contact details of any contractors/food businesses providing catering for your event. If applicable, describe the catering facilities you are offering and where they are located on your site map.*

*You should advise the Council's Environmental Health Service of contractors to be used as soon as they are confirmed.*

## 1.12 WELFARE PROVISION

*Provide details of your welfare arrangements including providers/contractors, numbers of facilities and arrangements for monitoring, cleaning and replacing those facilities as required. Facilities may include:*

- *Toilet facilities*
- *Changing facilities*
- *Shower rooms*
- *Drinking water provision*

### **1.13 LITTER/CLEANSING SERVICES/GROUNDS MAINTENANCE**

*Consideration needs to be given to the cleansing requirements before, during and after the event.*

*Provide details of any contractors/local voluntary groups involved with a description of the arrangements in place.*

### **1.14 ENTERTAINMENT**

*Various types of entertainment may take place at an event. Please detail here the types of entertainment which are planned for your event, including the times and locations.*

### **1.15 LICENSING**

*Some events will require either a premises licence, occasional licence and/or a public entertainment licence due to having licensable activities, sale of alcohol, late night refreshments or regulated entertainment e.g. concert, musical performance etc. Contact licensing well in advance of the event for further advice.*

*Detail any license details here.*

### **1.16 NOISE MANAGEMENT**

*You will need to consider any amplified sound and how it is managed to ensure safety and potential nuisance issues are addressed including type of noise, volume levels, monitoring arrangements etc. You should contact the Environmental Health Service to inform them of anticipated noise levels and for any further advice/guidance.*

*Enter your arrangements for noise management here*

### **1.17 CCTV**

*You should enter details of any CCTV availability for the event. This should include details of the provider, who is responsible for operating the CCTV and the level and quality of coverage. There may be Data Protection requirements if CCTV is in use, e.g. the provision of warning notices.*



## **1.18 BRIEFING ARRANGEMENTS**

*You should include details of how and when staff working at the event will be briefed on their roles and responsibilities.*

## **1.19 SPECIAL PROVISIONS**

*You should include any other details in relation to the event which are not covered by the general sections.*

# **2. CROWD MANAGEMENT**

## **2.1 SECURITY/STEWARDING ARRANGEMENTS**

*Provide details of any security/stewards including:*

- *Details of provider/company/volunteers*
- *Numbers to be provided (including different levels of provision at different times during the event, if appropriate)*
- *Method they can be identified*
- *Duties e.g. searching at entrances, badge checking, rapid response, crowd monitoring, emergency evacuation, control and direct the public as required, monitoring fire equipment etc.*
- *Communication methods*
- *Reference to the nature and format of pre-event briefings e.g. how all stewards are made aware of emergency arrangements and the arrangements for their own health and safety*

## 2.2 BARRIERS

*Provide details of where barriers are to be used including:*

- *Type of barriers to be used*
- *Company supplying and installing them*
- *Number to be used.*

*It may be useful to details where barriers are to be used on a site plan.*

## 2.3 MANAGEMENT OF ATTENDEE NUMBERS

*Provide details here of how the number of attendees at the event are to be monitored and controlled e.g.*

- *Ticketed event*
- *Monitored entrances and exits*

## 3. COMMUNICATIONS

### 3.1 PA SYSTEM

*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.*

### 3.2 RADIO

*Use of radios should be considered and details of their use recorded in this plan (for example – who has them and what channel they are being allocated).*

### **3.3 LOUD HAILERS**

*Detail here where loud hailers can be located if in use at the event, and list those trained and confident in using them.*

### **3.4 TELEPHONE**

*This section should contain details of any landlines, or any known difficulties with mobile phone networks in the area of the event. It should also detail other alternative communication methods in the event of problems with telephone communication.*

### **3.5 SIGNAGE AND PUBLIC INFORMATION**

*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.*

### **3.6 MEDIA HANDLING**

*Where the event may attract media attention, senior members of the team should be ready and prepared to give statements about the event. Details of persons responsible and statements to be given should be detailed here.*

#### **4. TRAFFIC MANAGEMENT**

*The traffic management of an event is the responsibility of the event organiser. You should liaise with the Council's TEC Services (Roads), Police Scotland, Trunk Road Authority (If applicable) and your appointed traffic management company (if applicable).*

*A traffic management and parking plan for the event, which aims to promote safe attendance at the event and minimises disruption to the community, should be produced by the organisers which should be discussed and approved by the abovenamed Agencies/Services. Thereafter a copy of the plan should be provided to the stewarding company involved in the event.*

*It should be noted that stewards do not have the authority to control/manage traffic on a public road*

*You should also supply details of any arrangements in place with local public transport companies providing transport to and from the event.*

*You should also consider any implications for persons attempting to arrive at the venue on foot.*

#### **5. MEDICAL AND FIRST AID COVER**

*Details of the First Aid and medical cover for your event should be detailed in this section.*

*You should identify where each medical facility/first aid point is located on your site and you may wish to identify this on your site plan.*

#### **6. FIRE RISK ASSESSMENT**

*A fire risk assessment must be carried out for all locations and details of any risks identified and the way that they are to be managed should be written.*

*You can outline the approach to the risk assessment here and the main issues identified. Areas regarding fire safety may include agreement on fire fighting equipment, training, fire plan, exits, emergency lighting etc. and fire certification of any temporary structures.*

*You should also include details of any agreed Fire Scotland involvement in the event in this section.*

## **PYROTECHNICS AND SPECIAL EFFECTS**

*Provide details of any pyrotechnics and special effects that you will have at your event. These should be carried out by a registered company who can provide adequate risk assessments that you can incorporate into your arrangements to ensure they are set off safely.*

### **7. POLICE**

*This paragraph should include details of any agreed Police Scotland involvement in the event including:*

- *traffic management of the event*
- *police presence on site during the event*
- *general notification to the Police of the event and potential impact*

### **8. RISK MANAGEMENT**

#### **8.1 RISK ASSESSMENTS**

*Indicate where risk assessments from both yourself and any contractors can be found and any significant issues arising.*

*Further guidance on completing risk assessments can be found at:*  
<http://www.hse.gov.uk/risk/index.htm>

## 8.2 INCIDENT RECORDING

*The Event Control should maintain a record of everything that occurs throughout the event. You should detail your arrangements for recording and keeping records of such information for events. See also the RIDDOR guidance below.*

## 8.3 RIDDOR

The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) require certain incidents to be reported to the Local authority Health and Safety / HSE by law. RIDDOR information should be included in your incident log.

A summary of injuries and occurrences which must be reported include:

### **For IMMEDIATE reporting**

- Death (also to Police)
- Major Injury –
  - Amputation,
  - Fracture (except fingers and toes)
  - Loss of sight (even temporarily)
  - Penetrating eye injury
  - Injury from electric shock
  - Loss of consciousness
  - Acute illness
  - Non consensual violence (i.e. not a boxing match)
  - Injury to non employee requiring hospitalisation
  - Dangerous occurrences (major power failure, structural collapse etc)

### **For reporting within 15 days of occurrence**

- Death of employee within 1 year of accident
- Hospitalisation of employee for more than 24 hours
- Absence from work for more than 7 days (employee or visitor)
- Incidence of a reportable disease (e.g. industrial diseases; dermatitis, asbestosis etc)

Reports must be made by a 'responsible person' (this should be the Safety Officer) and by the 'quickest practical means' (phone or fill in online form). See incident reporting folder for further information. The Operations Manager may also submit a RIDDOR.

You must use Form 2508 to report the incident (2508a for diseases). This must be sent within 15 days even if you have already reported by phone etc.

Reports can be made at the HSE website: [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

N.B. A '7 day' should be calculated as follows:

- Not the day of accident
- Includes weekend and bank holiday
- On the 8<sup>th</sup> day, if still absent, report on.
- 

N.B. need mode of notification from First Aid provider to report under RIDDOR.

#### **8.4 HEALTH AND SAFETY ENFORCING AUTHORITY**

*You should enter details of the enforcing authority (EA) for your event here should you wish to contact them to advise further of an incident.*

*Council managed events are enforced by the HSE.*

*Commercial events will be enforced by the Council's Environmental Health Service.*

#### **8.5 INSURANCE**

*Provide details of your insurers and the level of cover provided for the event. HINT: you may wish to append copy of the relevant certificates of insurance to your plan.*

#### **8.6 WEATHER**

*Identify who is responsible for monitoring weather forecasts in advance and during the event, who this information will be passed to and where the information will be obtained. You should record what the general arrangements will be in event of bad weather (e.g. cancellation criteria).*

## 9. Incident Management

### 9.1 EMERGENCY PLAN

A formal plan should be established to deal with any emergency situations, which may arise during the event. The complexity of this will depend upon the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. You may have to liaise with the emergency services, local hospitals and the council's emergency planning officer and create a planning team to consider all potential major incidents and how you would deal with them. Organisers of larger events may wish to contact the council for further information.

### 9.2 EXTREME WEATHER

*Extreme weather may cause other specific actions to be taken to prevent injury or damage. Please detail here if there are any issues regarding this event and what the arrangements are to ensure that appropriate action is taken to respond to extremes of weather.*

### 9.3 EMERGENCY VEHICLE ACCESS

*Detail any dedicated emergency vehicle access routes and rendezvous points or any public routes or locations that may be used for emergency vehicles.*

*You can refer to these on the site plan.*



#### **9.4 EVENT EVACUATION PLAN**

*Detail here emergency evacuation details for visitors as well as the event team and contractors, including car parks.*

*You can refer to these on the site plan and provide further details in the appendix.*

#### **9.5 HAND-OVER PROCEDURES**

*Detail here your arrangements/procedures for the hand-over of control of aspects of your event to relevant agencies in the event of an emergency*

### **10. LOST CHILDREN / VULNERABLE PERSONS**

*Detail here the arrangements for safeguarding and reuniting lost children or other vulnerable persons with carers, parents or guardians. You can identify any lost child / rendezvous point on the site map.*

### **11. DEBRIEF AND EVENT REVIEW ARRANGEMENTS**

*Detail here the arrangements you will have in place to debrief all parties involved in the event and review issues that took place including:*

- *Particular arrangements that worked well to ensure public safety*
- *Any identified weaknesses in the arrangements that require improvement*
- *A review of any incidents and remedial action required*

## APPENDIX

Enter here details of additional site plans, risk assessments and associated event documents to compliment the event plan.