

**RBCSAG**

**Rugby Borough Council  
Safety Advisory Group**



**Event Management Plan  
Template**

Version 1 – November 2015 amended March 2019

# Introduction

This template has been produced as a guide to assist event organisers in planning safe events. By using this document event organisers can be assured they have covered key safety aspects, guidance notes are included within each section to indicate issues to be considered and thought about.

Other guidance is available from a range of sources including the HSE, Independent Event Management/Planning Professionals, the Purple Guide, Green Guide and 'Event Safety Guide'

It should be remembered that the headings and guidance within this document are not exhaustive and any other areas or information that the organiser feels should be included in the plan then this should be added. Also not all parts of the template will be relevant for all events and these should be removed and added to as appropriate.

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

Some things to think about when planning an event:

- **Where?** Make sure the venue you have chosen, is adequate for the proposed event. Do not forget to consider any impact on the local community. How easy it will be for people to get to the venue and any car parking requirements. Consider the suitability of the venue, ground conditions and any existing hazards, which may be on the site such as water hazards, overhead power lines etc. Consider whether or not emergency routes will be adequate.
- **When?** Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel, etc. You will probably need to arrange lighting for an evening function. The event should not clash with any other major events in the area (this can be checked by contacting the Council, looking in local newspapers, etc.)
- **Who?** Identify the aims of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, elderly or disabled people, etc? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.
- **What?** Decide on the type of activities to be held. Will there be any specific hazards? If possible also try to establish the size of the proposed event and whether or not an entrance fee will be charged.

**Useful Contacts:**

**Rugby Borough Council**

Environmental Health

Tel: 01788 533857

Email: [ept@rugby.gov.uk](mailto:ept@rugby.gov.uk)

Licensing

Tel: 01788 533884

Email: [licensing@rugby.gov.uk](mailto:licensing@rugby.gov.uk)

Safety Advisory Group

Tel: 01788 533882

Email: [hs@rugby.gov.uk](mailto:hs@rugby.gov.uk)

Web: [www.rugby.gov.uk/SAG](http://www.rugby.gov.uk/SAG)

**Warwick District Council**

Building Control

Tel:01926 456543

Email: [buildingcontrol@warwickdc.gov.uk](mailto:buildingcontrol@warwickdc.gov.uk)

**Warwickshire County Council**

Highways

Tel: 01926 412515

Email: [countyhighways@warwickshire.gov.uk](mailto:countyhighways@warwickshire.gov.uk)

**Warwickshire & West Mercia Police**

Jennie Bryan

Tel: 01926 415178 or 07773048003

Email: [jennifer.bryan@westmercia.pnn.police.uk](mailto:jennifer.bryan@westmercia.pnn.police.uk)

**Warwickshire Fire and Rescue Service**

Rebecca Oughton

Telephone - 01926 423231 or 07827 874547

Email - [fr-operationalplanning@warwickshire.gov.uk](mailto:fr-operationalplanning@warwickshire.gov.uk)

**West Midlands Ambulance Service**

David Levesley

Tel: 07837111902

Email: [david.levesley@wmas.nhs.uk](mailto:david.levesley@wmas.nhs.uk)

# Event Management Plan for

***[Insert name of event]***

**at**

***[Insert location]***

**on**

***[Insert date]***

**Version *[Insert no.]***

***[Insert date of plan e.g. August 2015]***

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## 1.0 Plan Production & Control:

This plan has been produced by: [Insert name(s)]

Version	Date	Status
[e.g 1.0]		[Draft or Live]

## 2.0 Plan Aim and Objectives:

This plan is designed to bring together all of the individual organisations & agencies' plans involved in the event into one document to provide a complete integrated event plan.

Its main objectives are:

- To facilitate the running of a safe and enjoyable event
- To consider and plan for problems that may happen
- Define trigger points at which other plans may be implemented

## 3.0 Plan Distribution List:

This event plan has been distributed to the following individuals / organisations:

Name:	Role / Organisation:	Date Given:
	SAG	

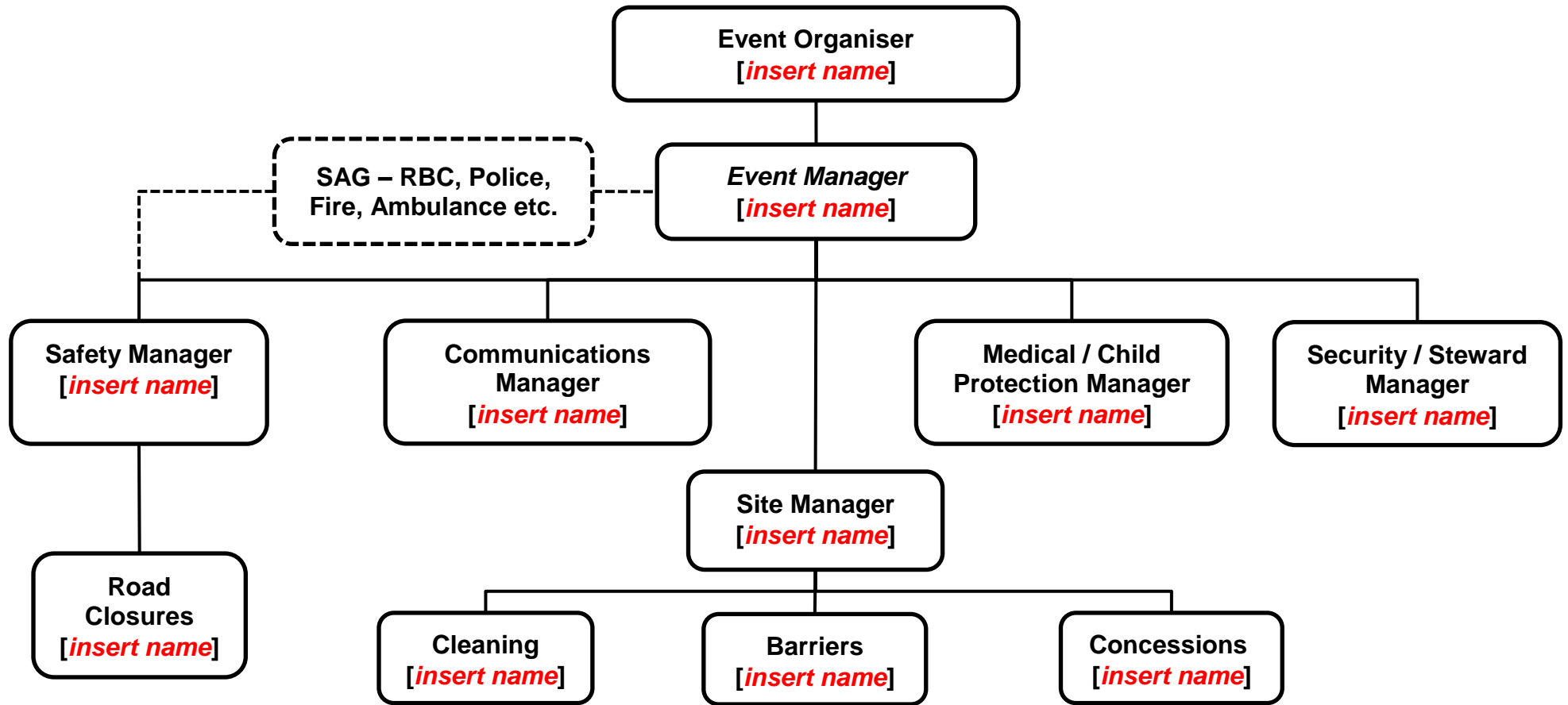
*[Insert a list of those individuals who have received a copy of the plan as well as their role and the date given. This helps to ensure those that need a copy receive one]*

## 4.0 Event Management Structure

*[Insert Names and Roles – an example organisation chart can also be seen. Each of the roles also include a brief overview of the responsibilities for each role this ensures clarification and ownership of tasks. The list is not extensive and can be added too or taken away from as required. The organisational chart will help ensure everyone involved in your event understands who is responsible for what, and it links in with your emergency response planning, as if there is an incident your staff/volunteers and the emergency services will need to know who is in charge and who to liaise with,]*

Name	Role	Responsibilities
	Event Organiser	<ul style="list-style-type: none"> <li>The person or community group that is organising the event</li> </ul>
	Event Manger	<ul style="list-style-type: none"> <li>Overall 'person in charge'</li> <li>Licensing requirements</li> </ul>
	Safety Manger	<ul style="list-style-type: none"> <li>Risk assessments</li> <li>Legal compliance</li> <li>Fire points</li> <li>Site inspections</li> </ul>
	Communications Manager	<ul style="list-style-type: none"> <li>Responsible for public communication and media liaison</li> <li>Producing advertisements etc</li> <li>Ticketing</li> </ul>
	Medical / Child Protection Manager	<ul style="list-style-type: none"> <li>Arranging appropriate medical cover in line with medical needs assessment</li> <li>Recruitment of appropriately DBS adults for lost child point</li> <li>Event day management</li> </ul>
	Security Manager	<ul style="list-style-type: none"> <li>Recruitment of appropriately qualified security firm</li> <li>Ensuring they are trained to an appropriate level</li> <li>Event day liaison with security team</li> </ul>
	Site Manager	<ul style="list-style-type: none"> <li>Responsible for all event infrastructure; toilets catering etc.</li> </ul>
	Volunteer Coordinator	<ul style="list-style-type: none"> <li>Volunteer recruitment</li> <li>Volunteer Training</li> <li>Volunteer event day management</li> </ul>
	Production manager	<ul style="list-style-type: none"> <li>Coordinate and management of the stage and event timing</li> </ul>
	Artist Manager	<ul style="list-style-type: none"> <li>Booking and managing the acts/entertainment</li> </ul>

For contact details for the above event staff please see Appendix 2 – Contact Details.



*[A simple organisation structure which can be adapted and changed to suit the needs of individual events. Not all the role will be relevant and some may need to be added. Insert names of individuals responsible for each role. A copy of this could be displayed during the event for all staff to see – you may also wish to include contact numbers/details if you are going to display it during the event]*



## 5.0 Event Outline:

*[Insert a concise description of the event remembering to include dates and timings (including set up and dismantling as appropriate) and split into days if necessary. Think of it as how you would describe your event to someone who has absolutely no knowledge of it in a couple of paragraphs.]*

## 5.1 Event Location

The event is taking place at *[Insert site location information and description]*

The site address is:

*[Insert address]*

*[Insert Location map of site]*

Map 1 shows the location of the *[Insert site name]* in relation to the surrounding area.

## 5.2 Event Timeline

*[Depending on the nature and complexity of the event one of the two template timelines below could be utilised - please use, adapt and delete as appropriate.]*

*The first template is suitable for events that are limited to one small location such as a marquee/village hall with limited events going on within it. You should list everything that needs to be done before, during and after your event. This will help to ensure you complete tasks on time and things are not forgotten. ]*

An approximate timeline of events and activities is as follows:

Time	Activity	Responsible Peron
Day 1 - <i>[Insert date]</i>		
Day 2 - <i>[Insert date]</i>		

**OR**

*[The second more detailed event timeline is more suited to a more complex event that has activities taking place at different times and at different locations across the event site. You may for example have a stage area, an arena, fair ground, walkabout entertainers and fireworks. For each of the different areas a separate timeline should be developed. Depending on the nature of the event, you may wish to develop a timeline that runs every 5min or 1min as opposed to 30min in the timeline below. This will depend on the complexity of the event programme for example if you are running a stage event you may wish to create a spate stage run sheet broken down into periods of 1minute.]*

Time	Area 1	Area 2	Area 3	Fireworks	Site Generic
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05:00	Stage Set Up				Road Closure in place, Security and x4 Stewards on site	
05:30						
06:00						
06:30		Stalls Set Up	Rides Set Up & Testing			First Aid Providers on Site & set up
07:00						
07:30						
08:00						
08:30	Sound Check and Equipment Testing					
09:00						
09:30						
10:00	Site Open to the Public – All Activities Running					
10:30	First act	Rides Running				
11:00	Break					
11:30	Second Act					
12:00						
12:30	Break					
13:00	Third Act					
13:30						
14:00						
14:30						
15:00						
15:30						
16:00	Final act			Park Closed		
16:30				Firework Set up		
17:00				Firework Display		
17:30	Stage Break Down & Clean up			Park Cleaned & Pack Up		
18:00						
18:30						
19:00					Streets clear	
19:30						
20:00	Road Reopened	Road Reopened	Pack up and clear up		Road reopened	
20:30						

[You may wish to issue separate copies of the event timeline to staff/volunteers during the day so they can easily see how the day will run]

## 6.0 Crowd

## 6.1 Crowd Profile

*[A brief statement that should consider who you expect to attend your event and expected attendance figures.*

*For an all-day/multi-day event this should include maximum expected/allowed attendance and the maximum at any one time.*

*For any buildings you should consider any existing occupancy levels and maximum occupancy based on existing exits, also take into consideration what activities will be taking place in the building and if this will impact allowed numbers.*

*Some questions to consider include: Is the event targeted at a specific group of people? Do you expect groups with particular needs to attend the event e.g. wheel chair users? What are the maximum numbers that are allowed on site? Also take into account previous history, entertainment type and ticket sales.*

*Knowing your audience will help you when planning for risks and ensures that you put in place appropriate control measures and facilities.]*

## 6.2 Crowd Management

*[A statement based on your crowd profile, regarding how you will manage the crowd. Will you have barriers? If so where and how many and where will they be located? – This information can be included in the site plan. Will you have a Public Address System to relay messages to the crowd? How will you control/monitor the number of people on site at any one time, is the event ticketed, or will you count visitors in and out?]*

## 6.3 Security

*[For larger events or those involving the sale of alcohol it is likely that professional security will be required to assist with crowd control. Remember that any one carrying out security activities but be SIA (Security Industry Authority) Resisted. Who is providing your security and what are they providing?]*

## 6.4 Stewards / Volunteers

*[Often stewards at events are volunteers, but you need to consider what roles they will be undertaking and what training you can give them. They will require briefings before the event so they are aware of their duties and responsibilities. Also think about how information will be shared and how incidents reported on the day of the event]*

## 7.0 Emergency Procedures

*[You must document your procedures for accidents, emergencies, evacuation of the site and fire, as well as how the emergency services will be contacted and who will make decisions. As in the event of any incidents happening it is useful to have set procedures in place for people to follow. This ensures the right steps are followed and actions are not forgotten in ‘the heat of the moment’.*

*Also consider and record the location of access routes onto the site for the emergency services, making sure these are kept clear at all times.*

*Through liaison with SAG these issues can be raised and clarified, and SAG can be used as a conduit to pass on key information to the emergency services and other key parties. ]*

*[You may wish to consider the following incidents and how you would respond including a short list of instructions for each]*

**Accident:** *[This is normally somethings that can be handled on site, such as minor injuries such as cuts and bruises or slips and trips. Detail what procedures should be followed in the case of accidents. How will you record them? How will you get first aid attention to them? Who will take charge?]*

**Emergency:** *[This may be described as something that cannot be handled on site and requires outside intervention form the emergency services. Again detail what procedures should be followed in the case of an emergency. How will you record them? Who will contact the emergency services and meet them on arrival? Do you have a clear access route and entry point for emergency vehicles? Who will take charge of the situation? What will you tell members of the public?]*

**Evacuation:** *[How will you evacuate the site quickly and safely? How will the public know to evacuate? Will you have a PA system? How will staff know to evacuate? Where will you evacuate to? It may be worthwhile having a pre-defined script to use in the event of evacuation such as:*

*‘Ladies and gentlemen please accept our apologies. Due to issues beyond our control this area needs to be evacuated. Please follow instructions of staff and make your way towards the car park. Thank you.’]*

**Fire Alarm:** *[Consider how you will raise the alarm? Who will take charge? Will you do a role call? How will you ensure the site is fully evacuated? Where will you evacuate to? Who will meet the fire brigade? Do you have site plans to show the fire brigade?]*

## 8.0 Communications

*[When thinking about communications this can be broadly split into three areas; neighbours, staff and visitors.]*

**Residents and business in the surround area:** *[Have you thought about your neighbours? What are they doing, will your event clash with others going on in the area? Will the roads and parking be an issue? Let them know as early as possible to avoid any conflict or confusion. Where possible involve them in the planning and take their comments into consideration. Will they have a person to contact on the day if there are any issues?]*

**Internal communications during the event:** *[You should have a clear plan in place and ensure that everyone on site is familiar with the plan. You also need to ensure that you have any communication equipment in place, how will you communicate with people – radio, mobile phone, word of mouth/runner, PA system? Dose everyone know how to use the communication equipment? Ensure that there is a list of phone contact details and radio channel information. Ensure that everyone working is aware of the organisation structure and who is in charge.]*

**Communicating with visitors before & during the event:** *[You may want to think about how you are going to advertise your event, and inform your audience of any cancellation. Will you have a website or social media presence? During the event how will you spread messages to the audience, will this be via a PA system, and will you have back up loud hailers? This is also an important part of your emergency plan, as if you need to evacuate the site how will you inform those present?]*

## 9.0 Traffic Management & Parking

*[Is there parking on site? If so how much, and is there enough for all visitors? Will you advise them to park elsewhere? What about staff parking? Are you closing any road? Have you applied for the closures? Will there be any impact on the surrounding road network? Do you need to put diversions in place? Will you need signage waring local residents of increased traffic or road closures? Consider site traffic during set up and dismantling, how will you control access? Remember to have clear access for emergency services if they need to access the site. What about egress from site in bad weather, will you need tractors / 4x4 vehicles to assist people off the site? You may wish to include diagrams of any parking arrangements or road closure locations including diversions.]*

## 10.0 Severe Weather

*[How could the event be impacted by severe weather? What can you do to minimise the impacts? Would you need to provide facilities to help stuck vehicles leave the site such as 4x4 or tractors? Could you run the event undercover in marquees if required? Or would the event have to be cancelled?]*

## 11.0 Event Cancellation

*[If the event needs to be cancelled for any reason how will this be actioned? How will you inform the public, contractors, performers etc? You may still need to have staff on site when the event is*

*due to start as not everyone will receive the message. Does your event insurance cover cancellation due to bad weather?*

## 12.0 First Aid

*[The purple guide states “There should...always be provision of first aid at every event, regardless of size”. Who will provide first aid cover? What will they provide? It is important to note that the completion of a ‘Health and Safety at Work’ or four day ‘First Aid at Work’ course does not necessarily qualify a person as competent to administer first aid to members of the public, the first aider should have prior training or experience in providing first aid at events. You should appoint suitably qualified and train supplier. Ensure that first aid points are clearly marked on your site plan.]*

## 13.0 Lost Children Policy

*[Are children going to be present at the event? How will lost children be dealt with? Are staff suitable DBS checked? It may be appropriate to provide a visible and signed lost children point that is weatherproof, secure with no directed public access, spate from the first aid area, with designated toilets. In the event of a missing/lost child event it is advisable NOT to broadcast the information across a public address system unless instructed to do so by the police. Children should not be left in the sole care of one person, it is suggested that a lost child point be manned by three people in order to cover breaks etc. No food or drink except plain water should be given to the child in case of allergies. The person claiming a child should complete a form to include their name and address and show a relevant form of identification. If in any doubt contact the police.]*

## 14.0 Fire Precautions & Equipment

*[Are there any fire risks on site such as generators? How will these be managed safely, think about the need to re-fill generators and where spare fuel will be stored? How can you reduce the risk of a fire occurring? Can you remove any fire risks from site? What firefighting equipment will be onsite?]*

## 15.0 Firework & Pyrotechnic Management

*[If you are having fireworks or pyrotechnics at the event, include how they will be safely managed. Appoint a competent contractor to install and run them, they should assist with the Health & Safety regarding fireworks and pyrotechnics.]*

## 16.0 Waste Management

*[Consideration should be given to waste generated before, during and after the event. How will you manage waste that is produced from the event? How will it be disposed of? Who will dispose of it? Will you need to organise a litter pick of the site? You should also provide details of contractors or local voluntary groups who are involved in the process and what they are expected to do.]*

## 17.0 Toilets

*[You must provide adequate toilet facilities for your event visitors, staff and contractors. You will also need disabled facilities and separate sanitary facilities for caterers. What toilet facilities are available? Will you need more? How many? Who will provide them? Where will they be located on site? What are your expected visitor numbers and the gender split between them?]*

*[The HSE guidelines for toilet numbers are as follows:]*

For events with a gate opening time of 6 hours or more		For events with a gate opening time if less than 6 hours duration	
Female	Male	Female	Male
1 toilet per 100 females	1 toilet per 500 males and 1 urinal per 150 males	1 toilet per 120 females	1 toilet per 600 males and 1 urinal per 175 males

## 18.0 Catering

*[Will there be any catering? Who will be providing it? Have they got suitable food hygiene certificates and insurance? Will you be serving alcohol at the event, if so you will need a license]*

## 19.0 Temporary Demountable Structures

*[For a small event, temporary structure may be market stall and a marquee. Large events and festivals may include stages, grandstands and gantries. You should include details of who your supplier is ensuring they are a competent supplier. How will the weather affect the structures, at what point would they be unsafe to use?*

*You should ensure:*

*All suppliers will need to supply you with a copy of their public liability and employee insurance certificates.*

*All suppliers will need to provide you with relevant risk assessments and method statements for the product they are supplying for your event.*

*Suppliers must provide a signed hand over inspection once the structure is complete 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.]*



## 20.0 Lighting

*[Depending on the time of day or year that the event is due to take place you may need to install temporary lighting. Consider if temporary lighting will need to be installed on site? Will the event run into the evening? Also consider whether it will be required during the set up and dismantling of site. If temporary lighting is installed ensure it is done by a competent contractor. Also consider emergency lighting, will you be able to evacuate in the dark?]*

## 21.0 Noise Management

*[Will the event be producing lots of noise? How will this impact neighbours of the site? Will you inform neighbours of the event in advance? How can you manage the noise generated by the event?]*

## Appendix 1 – Site Plan and Layout

*[Produce and insert a scale plan showing the layout of the site, including the placement of all temporary structures, position of attractions, any fencing or barriers, power supply cables, emergency exits and assembly points, information point, vehicle entry points, all other relevant site infrastructure, car parks and the position of the site in context to the road, generators or power sources, entry and exit points, first aid posts, lost children points & event décor such as flags and banners. This helps the emergency services should they have to attend an incident at the site.]*

## Appendix 2 – Contact Details

*[Insert contact details for all those involved in the event, including the event management team, contactors, performers, stand holders etc. You may wish to use separate tables for each]*

Event Management Team			
Organisation	Name & Role	Address	Contact Details

Contractors and Suppliers			
Organisation	Name & Role	Address	Contact Details

Performers / Artists			
Organisation	Name & Role	Address	Contact Details

Stand Holders			
Organisation	Name & Role	Address	Contact Details

## **Appendix 3 – Risk Assessments**

*[A thorough risk assessment should be carried out to determine the risks involved with the event and any mitigation that can be put into place. It may also be useful to have copies of contractor risk assessments]*

## **Appendix 4 – Public Address Scripts**

*[In the event of an incident occurring at the event it may be useful to have some scripts for public address messages so that clear and concise instructions and messages can be delivered to the public.]*

## **Appendix 5 – Insurance**

*[Include copies of the events public liability insurance as well as copies of contractor's insurance certificates]*

## **Appendix 6 – Licenses**

*[Depending on the activities that you are undertaking at the event you may need licenses to do so, for example if you are selling alcohol. You should include copies of your relevant licenses.]*

## **Appendix 7 – Road Closures**

*[If you have applied for road closures for your event you should include copies of the relevant orders & documentation giving you permission to do so.]*