

A1 - Writing an Event Plan



The written event plan should accurately describe the proposed event and the arrangements to deliver it safely (including planning for problems that may conceivably happen) and a template to guide you through the process is attached but there is no obligation to follow this format. A blank template is also available (Form F2) for you to use but please delete any headings that you do not consider relevant.

The plan should be submitted to PESAG at least 6 weeks in advance of the event to allow sufficient time for members to consider and comment upon the proposals and for the organiser to respond to concerns that are raised (or for a meeting with PESAG). You should indicate where any parts of the plan are incomplete or liable to change e.g. name of performer(s).

Detailed advice notes have been prepared by PESAG on a number of topics and are available free of charge and they can be down loaded from the Darlington Council website <http://www.darlington.gov.uk/Living/Safety+Advisory+Group/Safety+Advisory+Group.htm>, and the text can be adapted for inclusion in an event plan:

A1	Writing an event plan
A2	Traffic Management and Road Closures
A3	Licensing requirements
A4	Risk Assessment
A5	Employment of children
A6	Employment of stewards
A7	First Aid and Medical Cover
A8	Fatalities at an event
A9	Missing and Found Children
A10	Food Safety
A10A	BBQ advice for a community group
A11	Prevention of nuisance
A11A	Fireworks
A11B	Bonfires
A12	Temporary structures
A13	Balloon releases
A13A	Lantern releases
A14	Pony Rides
A15	Contingency Planning

A series of template forms are also available:

F1	Event application form
F2	Template Event Plan
F3	Event risk assessment record
F4	Fire Safety Risk Assessment retail market stall
F5	Fire Safety Risk Assessment mobile catering unit
F6	Safety Checklists – before, during and after event
F8	Missing and found child – record form
F9	Accident report
F10	Food Safety checklist for outdoor catering

F14	Application for a pony ride
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Event Management Plan

[Event Name]
[Event Date]

[Author name]

Draft : day/month/year

Contents

[Consider the following topic areas for inclusion but only include those that are relevant to your event.] *delete this text from your plan

1. Event description
2. Event management organisation
3. Risk assessments
4. Temporary structures
5. Traffic management
6. Facilities and utilities
7. Security
8. Crowd management
9. First Aid
10. Missing and found children
11. Provision for those with special needs
12. Contractors
13. Catering
14. Performers
15. Preventing nuisance
16. Contingency arrangements
17. Emergency plan including evacuation
18. Waste management
19. Water Safety

Appendix 1: Site plans

Appendix 2: Event schedule

Appendix 3: Risk Assessments

Appendix 4 Communications

Appendix 5 Stewarding

Appendix 6 Contingency plan for: e.g Fatalities, Wet weather

Appendix 7: Premises Licence - Conditions relevant to the event location

Appendix 8 Operational Orders provided by.....

1 Event Description

Provide a brief description/overview of the event including

- the aims and objectives;
- location;
- opening hours (each day);
- principal activities e.g. firework display, fairground rides;
- estimated total number of staff, performers, and audience during each day and the maximum number at any one time. (The numbers of people attending the event may have to be counted on entry to prevent overcrowding. Remember that one celebrity may draw large numbers of visitors.);
- age profile of the audience;
- confirmation that the written permission of the land owner to hold the event has been obtained;
- that relevant Planning permission are in place, or have been applied for.
- that relevant Premises Licence is in place, or has been applied for (see **A3** to decide if it is required) A copy of the Premises Licence conditions should be attached as an Appendix to the plan for reference

Where an event includes a sequence of activities it may be appropriate to summarise the details in a table and attach to the event plan as an appendix:

2. Event Management Organisation

Explain how the event will be managed. Example: Organising committee who appoint one person with overall responsibility for the event and others to specific support roles. Event Promoter employs an event management company or individual to coordinate the event?

Provide contact details of key persons (including event organiser) and their roles for delivery of the event on the day.

Name	Role	Contact Number
	Event Manager	

3. Risk Assessments

(Additional PESAG advice **A4** and a template form **F3** to record your findings is available)

Your written risk assessments will be the key document to ensuring the safe planning of your event and involves a careful examination of each attraction within an event and recording the significant findings. Indicate if these have been completed and if they are attached as an appendix to the event plan.

Try not to over-complicate the assessment and follow these basic steps:

- look at each activity and identify the hazards;
- decide who might be harmed and how;
- evaluate the risks and decide whether any existing precautions are adequate or whether more could be done;
- record your findings;
- review your assessment and revise as necessary;

A separate Fire Risk Assessment has to be undertaken to comply with fire safety legislation, identifying the fire hazards and persons at risk, and the measures adopted to remove or reduce these risks and protect people from fire. A template form **F4** for Market Stalls (non catering) and

form **F5** is available for Food Concessions operating at outdoor events to complete a risk assessment.

4. Temporary Structures (additional PESAG advice A12 Temporary and Inflatable Structures is available)

If temporary structures such as staging, tents, marquees, stalls, inflatables etc., are to be used include relevant details e.g. the supplier, delivery to site, erection, artificial lighting, emergency lighting, access doors, fire safety and the arrangements to monitor stability in windy conditions. If people can enter into the structure, is to be used, details will be required.

5. Traffic Management (additional PESAG advice A2 is available)

Consider walking and cycling routes, Park and Ride, taxi drop off points, temporary bus stop as part of this planning process.

Detail the arrangements for both on and off site traffic. Traffic control both inside and outside the site is essential as unplanned and uncontrolled access and egress to a site can result in a serious accident.

Provide details of signs and directions to be provided in prominent positions on the approaches to the entrances.

6. Facilities and Utilities

Where electricity, gas or water is to be used, details of the arrangements made to ensure the facilities are safe should be included. Any hired electrical equipment should come with a certificate of electrical safety.

Provide detail of the number and location of public toilets to be provided for male, female and disabled users together with arrangements for maintenance, delivery and collection.

Consider the predicted sunset time and if the event will be in darkness at any point. State how the lighting for crowd safety will be provided and the access routes. At small events torches may be sufficient, but large events will need standby or continuously operating generators.

7. Security

Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Cash collection should be planned to ensure that this is kept to a minimum at collection points and that regular collections are made to a secure area. Following your risk assessment, stewards or helpers collecting cash may require money belts or other carrying facilities. Counting and banking arrangements should be given careful consideration.

8. Crowd Management

The type of event and the numbers attending will determine the measures needed to maintain order and prevent antisocial behaviour.

Entrance gates and barriers may be necessary for public safety and these should be shown on the site plan.

Provide detailed arrangements (if any) for communications, and stewarding in appendices to the plan.

Policies for dealing with drugs and alcohol may also be required.

Some events will require a control room to act as the base for communications systems and provided with a landline telephone. Its location should be identified on the site plan.

This room must be large enough to accommodate key personnel from all relevant agencies, monitoring activities that impact upon safety or public order. Attach details of stewarding as an appendix. There is a distinction between security staff and stewards. The event risk assessment should identify the minimum number of stewards required and how that number has been derived. Stewards should be trained to NVQ Level 2 in Spectator Safety and must be fully briefed on all aspects of the event and be able to effectively communicate with each other, their supervisor, and the event manager.

9. First Aid and Medical Provision (additional PESAG advice A7 is available)

Dependant upon the nature of the event, full time first aid staff may be needed. Detail the arrangements to record details of any reported accidents or injured persons and any treatment provided. (Template form F9 is available)

(If a Medical Services provider is employed they should be asked to provide a “Duty Order” detailing the operation of services for the event and a Contingency Plan for Major Incidents. These Plans may require validation and approval by the NHS Ambulance Service and should be attached as an appendix.)

10. Missing and Found Children (additional PESAG advice A9 is available)

For events attended by children detail the arrangements for dealing with lost children.

11. Provision for those with Special Needs

Detail the arrangements made for disabled visitors to have access to the event including parking and specific viewing areas to enjoy the event safely.

12. Contractors

Demonstrate that your arrangements include the vetting of contractors to ensure they are competent to undertake the tasks required of them. Wherever possible personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments, and satisfy yourself that they will perform the task safely. Always obtain a copy of their public liability insurance certificate, which should provide a limit of indemnity of at least £5 million. Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters.

13 Catering (additional PESAG advice A10 Food Safety is available).

The caterer should be able to demonstrate their competence and you could ask them to complete and return to you the food safety checklist (form F10). Some are members of recognised trade bodies. If you are using catering contractors you should consider obtaining a copy of their menu with a list of prices to ensure that it suits your event. If catering is carried out by volunteers they must be competent to undertake the work.

14. Performers

Identify that all performers have their own insurance and risk assessments and the same considerations will apply as for contractors.

Where amateur performers are involved, discuss your detailed requirements with them well in advance and ensure they will comply with your health and safety rules and event plan. They may be able to provide you with relevant risk assessments to incorporate into your event plan.

If any performer is of compulsory school age, you should confirm that a licence has been issued by the relevant Education Authority or that a relevant exemption applies.

(additional PESAG advice A5 – Employment of children is available)

If animals are to be included as part of the event then welfare and safety issues need to be addressed. (additional PESAG advice A14 Pony Rides is available) The person in control of the animals should have a Certificate of Registration to comply with Performing Animals (Regulations) Act 1925 and an Animal Transporter Authorisation. Some species e.g. Humbolt Penguins are also subject to EU Wildlife Trade Regulations (Article 10) and a certificate is required from Defra.

15. Prevention of nuisance (additional PESAG advice A11 is available).

Demonstrate the arrangements being made to control noise (amplified music, generators, loud voices) at the event to minimise impact on nearby residents. This may include setting maximum noise level and actively monitoring at the perimeter. Provide telephone hotline for complaints. Respond to complainants promptly.

16. Contingency Plans

Develop plans for things that could predictably happen on the day (e.g. extreme weather conditions; a fatality at the event; or the main attraction fails to attend) and attach these as appendices. Examples of things you should consider:

(a) Prolonged heavy rain may create poor ground conditions – do you cancel or have you made arrangements for an alternative venue? Have you arranged for a four-wheel drive vehicle or tractor to assist participants whose vehicles are affected? Is there a wheel wash to prevent transfer of mud from the site to the highway.

(b) A person attending or taking part in an event may die unexpectedly. Having a plan to manage this situation will be of great help on the day. (additional PESAG advice A8 Fatalities is available).

17. Emergency Plan

A formal plan should be established to deal with any emergency situations which may arise during the event including evacuation. The complexity of this will depend upon the size and nature of the event itself. You will also need to consider who will manage the emergency and liaise with the Emergency Services should an emergency occur. You will also need to ensure that all those involved in the event are aware of the Emergency Plan and what to do.

Where an immediate threat to life has arisen which requires urgent intervention to protect persons attending or others working at an event, an agreed procedure to stop an event (Showstop) must be considered. Stopping an event, particularly when it affects the main attraction or a large number of people, is not a decision to be taken lightly. Some situations are clearly life threatening, while others will require subjective opinions of those monitoring safety at the event hence the need for competent team members.

18. Waste Management

Details of arrangements both for waste storage and removal both during and after the event. Individuals should be designated specific responsibilities for litter picking, emptying rubbish bins and clearing the site.

19. Water Safety

If there is a lake, reservoir, river or stream forming part of the event site water safety should be addressed in the event risk assessment. You may reach the conclusion that no action is required other than to advise visitors; or alternatively that the provision of temporary fencing, warning notices, manned boats and lifeguards are required.

Appendix 1 - Site plan(s)

These should be drawn to scale and include:

- key features e.g. buildings on the site and nearest named access roads
- designated entrance and exit points, circulation routes
- vehicle access and emergency evacuation paths
- temporary structures and activity areas
- public toilets

You may choose to provide a map showing the general area, and then separate plan(s) to show the detail of the main event area, car parks and pedestrian routes.

Appendix 2 Event Schedule

Start Time (hrs)	Finish Time	Activity	Remarks

Appendix 3 Risk Assessments (additional PESAG advice A4 is available).

Include completed risk assessments.

Appendix 4 Communication

Detail the arrangements for the event manager to pass instructions to staff and performers. This may vary from the use of personal mobile phones to a control room with a radio network or use of public address system(s).

If there is a public address system, develop simple prepared scripts, to include in the plan, to communicate key messages such as evacuation without causing panic.

Appendix 5 Stewarding (additional PESAG advice A6 is available)

Detail the operational arrangements including:

- The minimum number of stewards required (calculated as part of the event risk assessment process) to maintain order
- Detail of any other staff employed to manage vehicles or crowd movements.
- How the stewards will be deployed
- Who the stewards are accountable to
- How and when stewards will be fully briefed on all aspects of the event and how they will communicate with each other, their supervisor, and the event manager.
- Arrangements for meal breaks and adverse weather – e.g. heavy rain, hot sunshine, cold weather

Appendix 6 Premises Licence - copy of Conditions relevant to the event location

Appendix 7 Operational Orders provided by...