

YORK

SAFETY ADVISORY GROUP

EVENT MANAGEMENT PLAN TEMPLATE AND GUIDANCE

Introduction

This template has been produced to aid event organisers in planning safe events. By using this document as a guide, event 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 City of York Council's "Event Safety: Joint Policy and Guide for York" which can be downloaded from <https://www.york.gov.uk/downloads/file/663/event-safety-policy-and-guide>. You may also find the [Purple Guide](#) helpful as it provides guidance on security, major incident planning, first aid, electrical safety, event communication, lost children, and more.

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 should 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. Should an incident occur at the event, this plan should be available for the emergency services.

You will need to provide risk assessments and public liability insurance from ALL activity and equipment providers if your event:

You should submit your Event Management Plan at least 3 months before your event to allow time for things like licences to be issued, building inspections to take place and road closures to be organised. The more notice you can give, the better, but all final documents must be in with the Safety Advisory Group a month before the event.

When you submit your event management plan, we will tell you if you need to attend a Safety Advisory Group meeting to discuss the event and answer any questions that the emergency services or City of York Council may have.

If there are any queries on the use of this plan, please contact the York Safety Advisory Group Co-ordinator at City of York Council –

Tel: 01904 552422
Email: licensing@york.gov.uk

EVENT MANAGEMENT PLAN

Event Name

Event Date and Times

Owned by:

Version:

Date Submitted:

Review Date:

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1. Event Overview

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 your event.*

Location - *Describe the detailed location, including the closest major road(s).*

Description of the site and 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.

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.*

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.

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

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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.

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

Name:	Qualifications and experience

Event Safety Officer / Deputy Safety Officer - The name of the Safety Officer for the event including details of their qualifications and experience.

Due to the size and nature of the event a Deputy Safety Officer may also be required.

Name	Qualifications and experience

Roles and responsibilities - Identify who is responsible for what and give further details in the 'Roles and Responsibilities' section below. These could include roles such as Event Manager, Production Manager, Volunteer Coordinator, Steward Coordinator, Welfare Officer, etc.

Name	Role	Brief explanation of the responsibilities

Contacts - Provide a full list of contact numbers of all people identified above so if the user of this plan 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.

Name	Contact details

Entrance/exit points - Enter details of how the public enter or exit the site. If your event has complex entrance/exit arrangements eg separate entrances for ticket or cash sales, pre-sold entrance points or is an enclosed area please add more detail to this section.

HINT: site layout plans, maps or diagrams may help make things clear.

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Accessibility - Enter details of how you are creating an inclusive event, ensuring accessibility for everyone.

Temporary structures - Detail any temporary structures that will be used at the event e.g. grandstands, stages, marquees and gazebos. You should provide details of how the safety of such structures is ensured through their appropriate design/materials, correct siting/positioning, potential impact of bad weather (e.g. wind, lightning) 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.

Entertainment - Various types of entertainment may take place at an event (these could include fairground rides, inflatables etc). Please detail here the types of entertainment which are planned for your event, including the times and locations and any relevant inspections and risk assessments.

Licensing - Some events will require either a premises licence or temporary event notice due to having licensable activities – sale of alcohol, late night refreshments or regulated entertainment (entertainment provided to an audience for the purposes of entertaining them eg plays, live/recorded music, dancing etc). Contact the Licensing Section at City of York Council for further advice at licensing@york.gov.uk.

List any licence details here.

Catering and hospitality - Detail 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 plan.

Please reference the following:

- Name of the food business
- Home Address of the food business operator
- Local Authority the food business is registered with
- The current Food Hygiene Rating Scheme rating (we would be happy with a rating of 3 or above)

Food Hygiene Rating Scheme ratings can be found at [Search for ratings | Food Standards Agency](#)

Noise management - You will need to consider any sound, especially 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.

Enter your arrangements for noise management here.

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

You may wish to identify these on your site plan.

Lost children/vulnerable persons - You must have a lost children policy and all event staff and volunteers must be familiar with it.

- Include arrangements for the safe care of children until such time that they can be reunited with their parent or guardian.
- Provide a clearly advertised point for information on lost children.
- Always ensure there are at least two adults that have the appropriate criminal records checks (with the Disclosure and Barring Service – DBS) in place looking after any lost children. Children should not be left with just one adult.
- All incidents must be logged, and all details are recorded.
- Parents and guardians should provide ID and a description of the lost child before they are allowed to collect the child.
- Contact the police if the child is reluctant to go with the parent or guardian.

Litter/waste - 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.

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, eg the provision of warning notices.

Electricity - *Provide details of any electrical installations/the use of power for the event.*

Please note: All electrical installations and equipment must comply with the general requirements of the Electricity at Work Regulations 1989 and only competent persons should carry out electrical installation work.

Lighting - *You should enter details of the use of lighting for the event.*

Think about what ambient lighting is required for the safe movement around, as well as to and from the event and the impact it might have on the performance.

Do you require any emergency lighting and where are you going to place it to ensure it is not an obstruction or hazard in itself?

If your event is only run in daytime hours and does not require lighting, what is the possibility of the event over running into hours of darkness?

Do you need some lighting as back up?

Drones - *You should enter any details of the use of drones at the event.*

When flying a drone in the UK, it is your responsibility to be aware of the rules that are in place to keep those at the event safe. Further information may be found at the [government's guidance in the use of drones](#).

Working at height - *Please detail any instances of working at height for the event.*

You should ensure all work at height that you control is properly planned and organised. Work at height should take into account weather conditions that could endanger health and safety. Risk-assess work at height and take steps to avoid, prevent or reduce risks of falls, liable to cause personal injury.

Standing/seating - *You should enter details of attendees standing/seating at the event. Consider whether the audience will be standing, seated or a mixture of both. This will have a bearing on space allowance, crowd dynamics and access arrangements.*

Camping - *You should enter details of camping at the event. If facilities for camping or caravanning are provided at the event, consider associated health and safety, and fire safety risk as part of the site design. If possible, separate vehicles from tented areas to minimise the risk of someone being run over.*

2. Crowd Management

Security/stewarding companies

Stewarding or security staff will be needed for the following types of duties:

- *Searching at entrances*
- *Bag checking*
- *Rapid response*
- *Crowd monitoring*
- *Emergency evacuation*
- *Control and direct the public as required*
- *Monitor means of escape, fire exits and fire equipment*
- *Outline competencies, roles and arrangements for briefings*

Some of these roles must be carried out by stewarding/security staff that are licensed by the SIA – www.gov.uk/government/organisations/security-industry-authority

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.

Management of attendee numbers

Provide details here of how the number of attendees at the event are to be monitored and controlled eg

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

3. Communications

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.

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).

Loud hailers

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

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.

Signage and public information

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

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, transport and parking arrangements

The traffic management of an event is the responsibility of the event organiser. You should write a traffic management and parking plan for the event which aims to promote safe attendance at the event and minimises disruption to the community (you should make sure adequate parking is available at your event to prevent those attending parking in residential areas). You may want to engage a specialist traffic management company to do this on your behalf.

You should enter details of any Special Event Temporary Traffic Regulation Orders and Signage plans requiring approval by the Highways Section of City of York Council.

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

Please carefully consider safe, accessible and adequate parking provision for your event with clear signage and marshals on all approach roads. Include parking details on your site plan.

You should also consider any implications for persons arriving at the venue on foot or by bike.

5. Medical and first aid cover

Details of the First Aid and medical cover for your event should be detailed in this section. The Purple Guide provides a template to help establish your first aid, medical and ambulance requirements.

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

You should provide the following information:

- *Name of medical provider*
- *CQC registration number (if applicable)*
- *Outline all medical resourcing for your event, please include the skill sets*
- *Static location of medical resources*

6. Police

This paragraph should include details of any agreed police involvement in the event including:

- *police presence on site during the event*
- *general notification to the local police force of the event and potential impact*

Please note that it is not the responsibility of the police to provide security or a traffic management role at your event.

7. Fire risks

Fire safety risk assessment

A fire safety risk assessment must be carried out for the event. Details of any risks identified and the way that they are to be managed should be written. Include calculations for evacuation arrangements.

You can outline the approach to the risk assessment here and main issues identified. The full risk assessment should be attached in the appendix.

Further information can be found at:

[Fire risk assessment - North Yorkshire Fire & Rescue Service \(northyorksfire.gov.uk\)](http://northyorksfire.gov.uk)

Fire extinguishers

Provide details here of the type, number and location of fire extinguishers to be provided at the event.

Pyrotechnics, fireworks and special effects

Provide details of any pyrotechnics, fireworks 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. Details of the registered company and their risk assessments, which should be specific to your event, should be incorporate into your event plan.

8. Risk management

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:

<https://www.hse.gov.uk/risk/index.htm>

Incident recording

The Event Control should maintain a record (log) 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.

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 must be included in the incident log.

For details and reporting procedure of RIDDOR see the [HSE web site](#).

Health and Safety Executive (HSE) / Enforcing Authority

You should enter details of the enforcing authority 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 are enforced by City of York Council Environmental Health Service.

Insurance

Your event should be covered by public liability 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 event plan.

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 specific arrangements will be in the event of bad weather (eg cancellation criteria).

9. Incident Management

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.

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.

Counter-terrorism mitigation

Detail here all counter-terrorism mitigation plans for your event.

Further information can be found at [ProtectUK | Home](#)

10. Appendices

Attach here:

- **Site plans**
- **Fire safety risk assessments**
- **Risk assessments**
- **Public liability insurance**

and associated event documents to compliment to event plan.