

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 risk as part of the site design, e.g. fire and transport safety risks. 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 fire exits and fire equipment
- Outline competencies, roles and arrangements for briefings

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

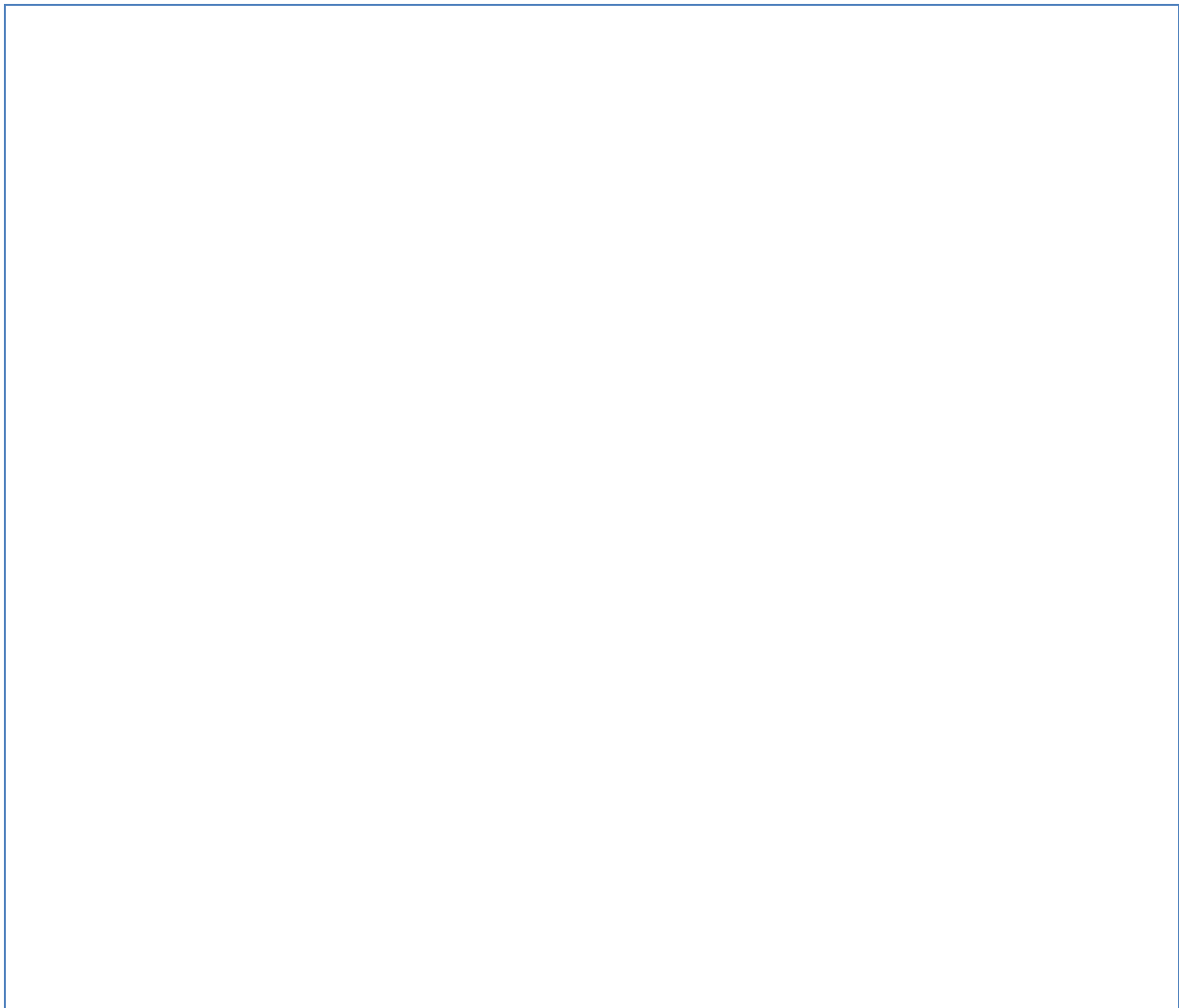
The traffic management of an event is the responsibility of the event organiser. You should liaise with City of York Council Highways department, the local Police and any stewarding company involved in managing the road, to write a traffic management and parking plan for the event which aims to promote safe attendance at the event and minimises disruption to the community.

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

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 map.

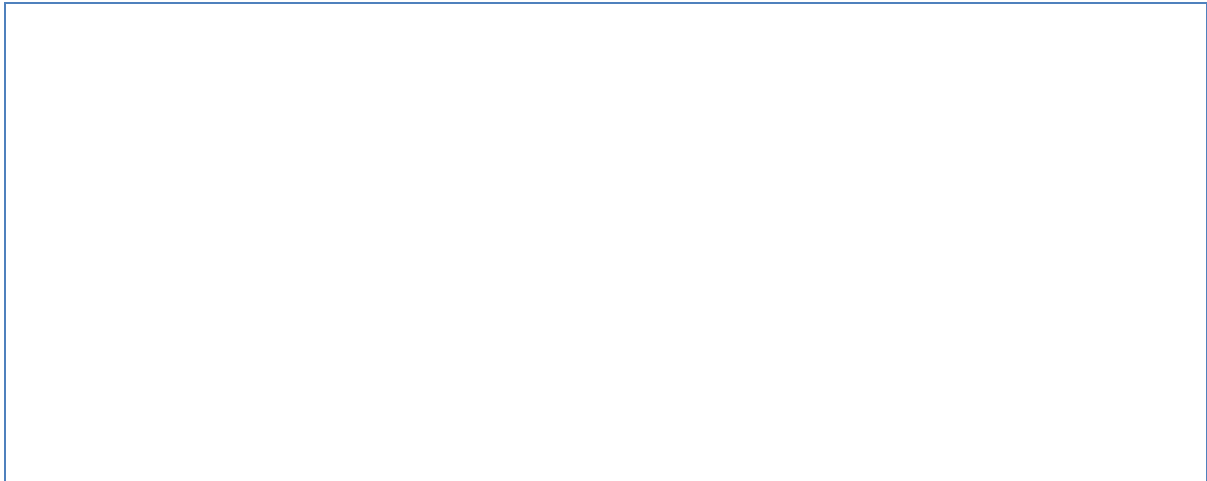
You should also consider any implications for persons arriving at the venue on foot or by bike.



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.

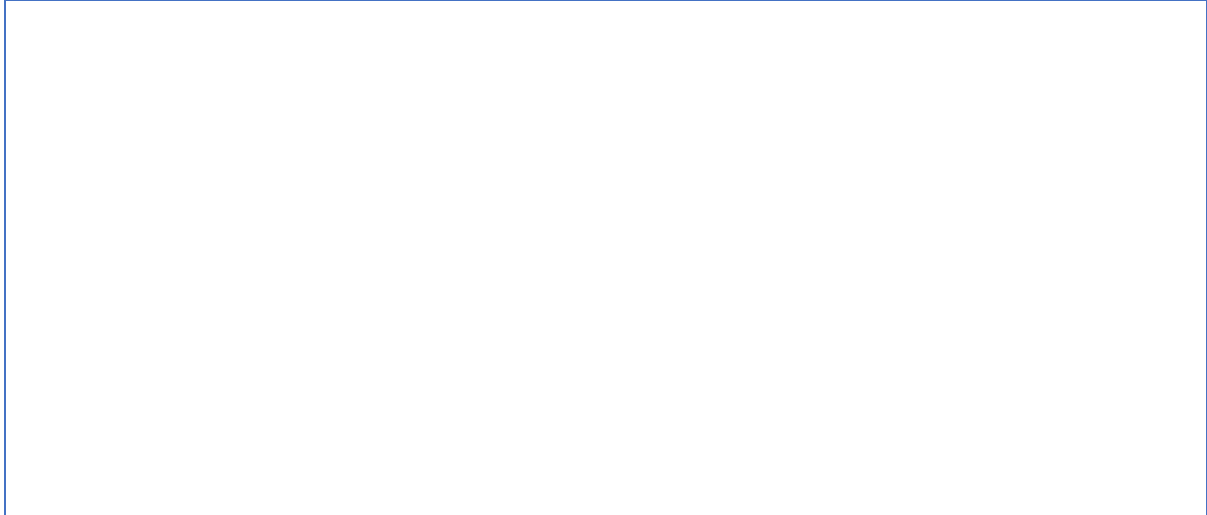
You should identify where each medical facility/first aid point is located on your site and you may wish to identify this on your site plan.



6. Police

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

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



7. Fire risks

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. Include calculations for evacuation arrangements.

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

Fire extinguishers

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

Pyrotechnics and special effects

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

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

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.

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 / 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 will be enforced by the local authority Environmental Health Service.

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.*

Weather

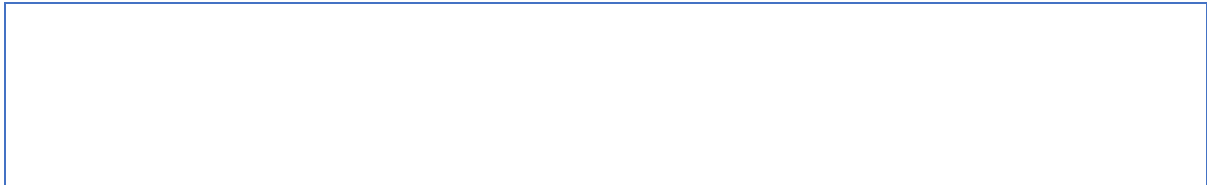
Identify who is responsible for monitoring weather forecasts in advance and during the event, who this information will be passed to and where the information will be obtained. You should record what the specific arrangements will be in event of bad weather (eg cancellation criteria).

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.

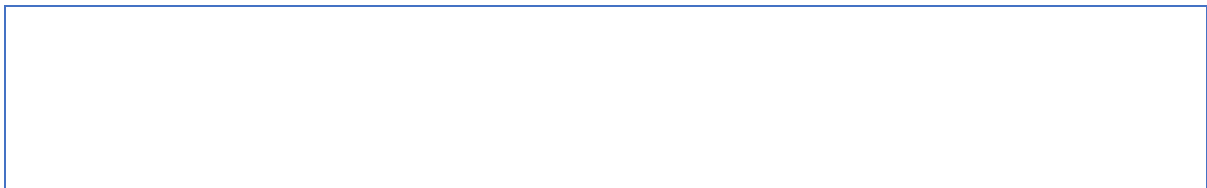
You can refer to these on the site map.



Event evacuation plan

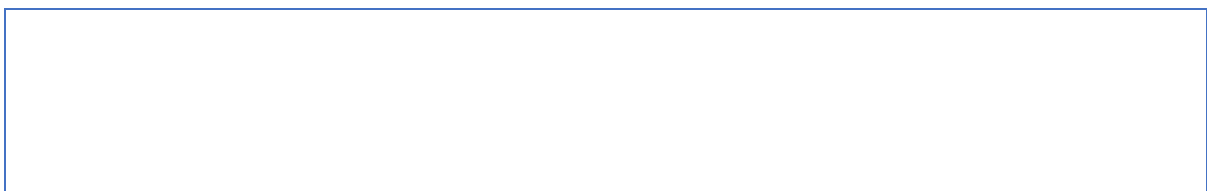
Detail here emergency evacuation details for visitors as well as the event team and contractors, including car parks.

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



Counter-terrorism mitigation

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



10. Appendices

Attach here:

- **Site plans**
- **Covid risk assessments**
- **Fire risk assessments**

and associated event documents to compliment to event plan.