

## Event Management Plan

### Introduction

An event management plan is a document which provides a range of key information about an event. This document has been developed to provide event organisers with a guide of the type of information which is required when planning an event.

For larger events, completion of all or most of the sections provided within the plan are likely to be required but for smaller events some sections may not be required.

Once the pre-event application form is submitted to the Council's Events team, the event will be assigned a level of risk (a risk impact assessment) based on its size and specific requirements. The risk profile will determine if a Safety Advisory Group (SAG) meeting is necessary. This is a meeting where the Council, Emergency Services and any other appropriate partner agencies will further discuss the requirements of the event with the event organiser(s).

In addition to the event plan, a **risk assessment is a mandatory requirement for all events**. Guidance on how to carry out a risk assessment, together with an example template is available at:

For those who are new to event planning, this guide is not intended to be used on its own. Find further guidance and useful information in the East Ayrshire [Events Toolkit](#)

The Health and Safety Executive guidance document HSG195 '*The Event Safety Guide*' provides guidance on major incident planning, lost children, security, sanitary facilities, first aid, event communication and electrical safety etc.

The HSE also provides guidance on running events at <http://www.hse.gov.uk/event-safety/> and information crowd management at <http://www.hse.gov.uk/pubns/books/hsg154.htm>

**Please note that the following document has been developed as a template, which event organisers can choose to adopt for their own event. Guidance of what information should be included is provided under each heading. The guidance information can be deleted once the the event specific information has been added.**

**Other formats can be used but it should be ensured that all relevant information pertaining to each specific event is included in the event plan.**

**EVENT MANAGEMENT PLAN  
TEMPLATE**

<b>Event Name</b>	
<b>Event Location</b>	
<b>Event Date</b>	
<b>Event Organiser/ Group</b>	
<b>Prepared by (name)</b>	

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## 1. Event overview and background

**Guidance:** Give a brief description of the event and its purpose including whether it has been held before.

## 2. Event timetable

**Guidance:** Include a timetable of activities for the event. If it is to be held over a number of days include a timetable for each day with start and end times.

**Example:**

Stage and arena programme for My Event						
Time	Stage	Marquee 1	Marquee 2	Street parade	Music stage	Other
12:00	Opening Speech		Bar Opens			
12:30		Cake Judging			Bobcats Live	
13:00	Morris Dancers					
13:15		Cooking demo	Wine Tasting	Parade Begins		
14:00						
15:00						
16:00						

## 3. Event health and safety statement

**Guidance:** The health and safety statement demonstrates that steps have been taken to make the event safe, as far as reasonably practicable. Provide a short statement in respect of the safety policy for the event such as the example provided below:

### Example

The purpose of this plan is to ensure the appropriate arrangements are in place to hold an event that is managed safely, with clear roles and responsibilities identified and communicated and effective contingency plans have been put in place, should an emergency situation arise.

The event organisers recognise the importance of working closely with East Ayrshire Council and the Emergency Services as appropriate, to ensure that communication channels operate effectively and critical health and safety information is shared throughout all phases of the event.

All parties, including contractors and other third parties who are involved in the planning and delivery of the event, are required to comply with the event health and safety management arrangements and procedures. The nominated Health and Safety Officer for the event will monitor and review contractors and other third parties throughout all phases of the event to ensure that relevant health and safety requirements are being adhered to at all times.

#### 4. Event management team

**Guidance:** Provide details of the organisers and any other persons or organisations who will be involved in the management of the event.

Suppliers (marquees, catering etc.)				
Organisation	Contact	Service	Contact details	Notes
			Email and mobile	
Authorities (fire, police, first aid etc.)				
Organisation	Contact	Service	Contact details	Notes
		On call	Email and mobile	
Attractions, artists and entertainment				
Organisation	Contact	Service	Contact details	Notes
			Email and mobile	

#### 5. Key event management contacts

**Guidance:** The event manager has overall responsibility for all aspects of the event and depending on the nature and scale of the event, other people will have key tasks and responsibilities allocated to them.

Include all persons who would be involved in the planning and delivery of the event. If the emergency services are involved in the planning process, include their role where appropriate.

##### Example

Name	Role	Responsibility	Contact Details
<b>John Smith</b>	Event Organiser/Manager	Overall responsibility for whole event	
<b>Jim Brown</b>	Production	All event infrastructure, ordering, delivery, timings etc.	
<b>Jane White</b>	Volunteer Coordinator	Recruitment of volunteers, training and event day management	
<b>Fiona Black</b>	Health and Safety officer	Risk assessments, legal compliance, site inspections, first aid provision	
<b>Blue Light Services</b>	Emergencies	Overseeing crime and public disorder, co-ordination of emergency response	

## 6. Security personnel/ stewards

**Guidance:** *Most events will require stewarding of some sort to help with crowd control, traffic management and emergency evacuation. In this section give details of the company or persons stewarding the event, whether they are volunteers or paid staff, the numbers required and their locations during the event. It is recommended that paid security/stewards are Security Industry Authority (SIA) registered.*

*Also include how security/ stewards can be identified; the use of tabards or different coloured high-vis vests works well in defining stewards or event staff from attendees. Text could be added to the back of clothing to clearly define roles e.g. Steward, Event Staff etc.*

*Remember, all stewards will require a full briefing before the event starts to ensure that they are clear of their individual role and responsibilities. It is recommended that briefings are recorded.*

## 7. Communications

**Guidance:** *Identify what type of communications will be established at the event. For example, will a public address system or megaphone be used to communicate with the audience or if radios are provided to event staff, give details of who they will be assigned to, what channel will be used, call signs etc. If mobile phones are the primary means of communication between event staff, ensure that all relevant parties are provided with the contact numbers for others they may need to speak to during the course of the event.*

## 8. Risk assessment

**Guidance:** *A risk assessment must be completed separately for all events, regardless of their size or nature. Guidance on how to prepare and complete a risk assessment, together with a risk assessment template is available at: [Events Guidance and Resources](#).*

*On completion of the risk assessment, the significant risks which have been identified can be inserted into this section, with the risk assessment included as an appendix.*

## 9. Specific Event Details

### 9.1 Venue

**Guidance:** *Include brief details of the venue/ location of the event.*

### 9.2 Site plan

**Guidance:** *A scaled site plan should be included showing the whole site with details of the specific activities/structures at the event clearly depicted. It should also show areas which will be fenced off, areas covered by a Temporary Events Notice for the sale of alcohol, exits including exit widths and portable firefighting equipment as appropriate.*

*The more detail that can be included on the plan the easier it will be for the Safety Advisory Group (SAG) or any other parties involved in the event to understand the layout of the site.*

### 9.3 Audience type and capacity

**Guidance:** *Give an estimate of the numbers expected and details of the admissions policy i.e. is it ticketed or free. Include detail of who the anticipated audience will be e.g. is the event being advertised for families where parents with young children will attend or is it for an adult audience.*

*If the event is being held in a building or enclosed area, numbers must be agreed in advance and will depend on the area available and the number and location of emergency exit routes etc.*

### 9.4 Sale of alcohol/ prevention of drug use

**Guidance:** *Confirm whether alcohol is being sold at the event and under what permission. Outline any procedures for the prevention of alcohol use by underage drinkers and how illegal drug use will be controlled, where this has been identified as a risk.*

### 9.5 Structures

**Guidance:** *Include details and sizes of any temporary structures used at the event such as stages, overhead lighting gantries or tents. Structures will need to be checked by a competent person once erected, so explain how and who will do this. Please note, completion certificates may be required depending on the size and type of structure. For further information, contact the Council Events team.*

## 9.6 Contractors

**Guidance:** *Where contractors, either paid or voluntary, are part of the event e.g. for the erection of staging, electrical or sound work; details should be included here. Appropriate safe systems of work and risk assessments should be provided by contractors as appropriate and included as appendices to this document.*

## 9.7 Electrical equipment

**Guidance:** *Provide details of any electrical equipment used e.g. generators etc. who is supplying the equipment and how it will be set up safely. Electrical Safety Certificates will be required to demonstrate that installation and supply is safe for use. Where portable electrical equipment is used, Portable Appliance Testing (PAT) certification will be required.*

## 9.8 Lighting or power failure

**Guidance:** *If the event is held in the hours of darkness, implement a procedure in the event of power or lighting failure, especially in respect of illuminated exit signs and power for public announcements. Power may be from mains supply or by generators, but always consider the potential for outages and provide torches etc. to essential personnel.*

## 9.9 Fire precautions

**Guidance:** *Where temporary or other structures are used, or if the event is in an enclosed area, advice from the Fire Service will be required and it may be necessary to carry out a specific Fire Risk Assessment. The Fire Service can also advise on fire exit signs, emergency lighting and the provision of portable firefighting equipment.*

*Use this section to identify any fire risks (which should also be identified in the risk assessment document) for example, use of oil or gas supplies, barbecues, special effects etc. and summarise how these risks will be managed.*

## 9.10 Water supply

**Guidance:** *Provide details of the clean water supply, where this is required for the event i.e. mains water supply, private water supply etc. and how water will be distributed across the site. Consider if distribution is required to food outlets/drinking water, if stand pipes are sterilised, if bowsers are required and how waste water will be disposed of.*



### 9.11 Welfare arrangements/toilets/refuse

**Guidance:** *Provide details of the welfare arrangements for people attending and any staff or volunteers working at the event. Include toilet and washing facilities, removal of human waste and the arrangements for clearing the site of refuse at the end of the event.*

### 9.12 First aid

**Guidance:** *Provide details of the first aid arrangements for the event i.e. what equipment/facilities will be in place, who will administer first aid and what their qualifications are. Consultation may be required with the local NHS Ambulance Service to ensure appropriate first aid provisions are in place.*

### 9.13 Special effects/pyrotechnics etc.

**Guidance:** *Detail if any special effects or pyrotechnics are being planned for the event. These should only be managed by reputable professional companies and should comply with the Health and Safety Executive guidance. For further information go to: <http://www.hse.gov.uk/event-safety/special-effect.htm>*

### 9.14 Music/ noise levels etc.

**Guidance:** *Where amplified music or other noise is part of the event, detail how noise levels will be controlled so that it does not become a nuisance to neighbouring businesses or residents.*

*Local residents/ businesses should be notified about the event, advising of any potential noise impact and provided with contact details should they have any queries or complaints.*

### 9.15 Camping

**Guidance:** *Provide details if camping facilities are being made available e.g. festivals etc. Consider where additional considerations are required from a safety perspective, for example where the camp site is a field used for grazing, when were animals taken off the site and will animal excrement be removed. Also consider the emergency procedures at night, such as the provision of emergency vehicle access to camping areas and the contact name and number for persons overseeing camping at night.*

## 9.16 Severe/extreme weather

**Guidance:** Details should be included on the action which will be taken should severe/extreme weather have an impact on the safety of the event, including circumstances which could lead to the event being cancelled. Consider if the provision of shelter in extremes of weather may be required.

## 9.17 Lost/found children

**Guidance:** If children are expected at the event, provide details of the procedure for dealing with lost or found children. Consider if a clearly signposted location is required where lost children can be taken or parents can report a lost child. Also consider whether this location should be staffed and how information about a lost/ found child would be communicated.

## 9.18 Lost/found property

**Guidance:** Details should be included on how any lost or found property will be managed, including where it should be taken and what will happen to it if not claimed at the end of the event.

# 10. Transport Management Plan

## 10.1 Parking arrangements

Consider how the event will impact on parking in the area. A request to suspend parking in certain areas may be required, which should be done some time in advance of the event. In publicity material for the event, detail the location of existing off street car parks, and also consider where any event vehicles will be parked. If parking is to be made available on private land, how will this be managed i.e. layout of parking, if it will be marshalled by stewards, if markers will be erected to make it easier for people to identify their car etc.

## 10.2 Road closures and access routes

**Guidance:** Provide details of any road closure points which will be in place. These must be traffic marshalled and this should be reflected in the number of stewards required for the event. Persons in charge of road closure points must be over 18 years of age and should be briefed specifically on their duties and be provided with radio contact where possible.

Consider vehicle access and egress from the event site, including a “green route” for emergency vehicles. Emergency vehicles rendezvous points and access points should be highlighted in the site plan.

If the event will have an impact on a bus route, information on how this would be managed, such as suggested alternative routes, will be required. Adequate road closure signage and any diversion required must be put in place.

**REMEMBER** a road cannot legally be closed without a road closure order in place and an application to Ayrshire Roads Alliance will be required at least six weeks prior to the event.

## 11. Emergency plan

**Guidance:** This section should contain the detailed emergency arrangements in place in case of a fire or other incident such as crowd disorder or where emergency evacuation is necessary. It should include:

- The specific responsibilities of key event staff in the event of an emergency situation
- Who is responsible for calling the Emergency Services
- Who will liaise with the Emergency Services on site
- Location of the Emergency Services rendezvous point
- The message which would be conveyed over the public address system (where applicable)

### Example

*“Ladies and Gentlemen, due to unforeseen circumstances we will be evacuating this area (or define the area) at this time. Please leave the area (by the nearest exit) and proceed to... The stewards will be directing you to your nearest exit route.”*

## 12. Appendices

**Guidance:** Include any relevant documents which support the information provided in the plan e.g.

- Site plans
- Risk assessments
- Event briefings e.g. for security/ stewards etc.
- Documentation associated with structures, electrical supplies etc.
- Health and safety information from contractors
- Relevant insurance certificates
- Qualifications/ training of competent persons
- Emergency plans