

EVENT MANAGEMENT PLAN

Checklist of supporting information

The person responsible for delivering an event will be required to submit supporting information in addition to their 'Hire of Council Owned and or Managed Land Application Form'. This will be the responsibility of the hirer of the land or someone they have appointed to act on their behalf (such as an 'Event Manager'). The usual format for the submission of supporting documents is as an Event Management Plan (EMP).

An **EMP** may be described as an organisers guide as to how various aspects of the event delivery and production will be approached. It should be a practical document that is useful to the event organiser, as well as providing information to others such as the local authority. It should be a working document that develops throughout the planning of your event; we would expect to see a first version at the time of making your initial application and a final version at least a month prior to the event date.

The list below can be viewed as a checklist

- Items marked in blue are **ESSENTIAL** > *particularly for **NEW** event applications.
 - Other items may be essential if they apply to your event. If they apply, you will need to demonstrate that you have thought about it, and describe how you are dealing with that particular aspect.
 - Remember to **consider the different stages of your event** (build period, show open and pull-out)
 - It is up to you how you present your information but it helps to **use clear headings** such as those specified below. You may feel it is more appropriate to address some items as subheadings within your event risk assessment.
1. **Event Overview***: Purpose of the event, anticipated attendance (overall/peak), audience profile, event 'content', history (new/repeat). If it is a repeat event; when did you last hold it / what have you changed / were there any issues experiences in the past?
 2. **Organiser Experience***: Other events organised, examples of similar events, named referees with contact details.
 3. **Programme for event***: Overview of what is taking place. Open/close times, running order, schedule of activities.
 4. **Advertising**: Details of where the event will be advertised, advertising reach, target audience profile.
 5. **Site Plan**: This should clearly show your event location (within the site) and layout, including location and size of infrastructure (e.g. marquees, stages, trader stalls, rides and toilets), designated clearways and emergency access points.
 6. **Route map**: To clearly define the route taken, where applicable e.g. for running/walking/cycling events. Please also include location of significant infrastructure, water points, first aid points, marshal points.
 7. **Production schedule**: To define the anticipated arrival of contractors /suppliers/traders and/or the completion of works onsite (as required depending on the complexity of the event build).
 8. **Supplier Details**: Named 3rd party suppliers (e.g. services, production suppliers, traders). Your assurances that your suppliers are competent to carry out their appointed roles and that you will

be checking safety documentation (e.g. risk assessments, method statements, hygiene certification, structural certification) and insurances. We don't need you to routinely submit all their paperwork onto us, although requests for specific information might be made.

- 9. Infrastructure:** Supplier details (as point 8), quantity and specifications of infrastructure e.g. marquees, gazebos, generators, toilets, fairground rides, barriers. For more significant structures the hirer will be required to supply further information and assurances such as; contractor competencies (for erection /dismantling), details of any working at height, completion certification, insurance, risk assessments, method statements, design documentation (specification, flame resistance, drawings, loadings, structural calculations and operating limits), evidence of independent design check by a chartered structural engineer, monitoring of and restrictions on safe wind loads.

- 10. Services:** Specification of provision, supplier details (as point 8) and other assurances relating to the supply and safety of any contracted services, for example;

Electrics: Specifications of what is being provided. Compliance with law and British standards (in particular BS7909 -a guide for temporary power systems at events), confirmation of competent supplier to oversee and accept responsibility for onsite electrical system, confirmation that completion certificates and schedule of test results will be supplied to the hirer on completion of installation and before the event is opened to the public, confirmation that equipment is PAT tested. Depending on the scale of event an electrical RAMS may be required. NOTE: Your event insurance may be invalidated if the correct procedures are not followed.

Water: Clarification of water source/supplier, water quality fit for purpose, details of any testing.

Toilets: Specifications, supplier details, waste management/cleaning arrangements.

Refuse and waste management: Specifications, supplier details, cleaning schedules, environmental policy, recycling targets, confirmations that site will be left as found.

- 11. Trader management:** Supplier details (as point 8), type, quantity, layout, onsite management, access arrangements, details of any pass systems in place, vehicle restrictions; number/type of vehicles permitted on site (for all stages of the event).

- 12. Catering provision:** Supplier details (as point 8), is food being sold/given, details of any safety checks/monitoring in place, clarification of documentation you require from your suppliers such as food hygiene certification, public liability insurance, gas testing certification (CORGI registered). Confirm that you adhere to current legislation in this respect e.g. Food and Safety (General Food Hygiene) Regulations 1995 and the Food Safety (Temperature Control) Regulations 1995.

- 13. Parking arrangements/vehicle management onsite:** Overview of what's proposed, expected vehicle numbers and locations, details of heavy/large vehicles, details of how vehicles will be managed including marshalling or ticketing arrangements. Parking policies should look to reduce parking onsite and seek alternatives where possible. Only essential vehicles should be permitted to park onsite. No parking under tree canopies to avoid soil compaction and damage to tree routes.

- 14. Traffic management plan:** Details of traffic management plans in place to include; details of any road crossings, road closures, traffic orders, route maps, parking suspensions, traffic marshalling provision (supplier details as point 8, plus accreditation), marshal briefing documents, route risk assessments, signage plan, liaison and approvals from others as required (e.g. Highways and Transport, LBE, TfL).
- 15. Access arrangements, ticketing & cash:** Is the event ticketed? Will access be restricted? How will access be managed? Will there be cash handling/collections onsite (if yes, you may need to seek permissions from the police), details of cash management and security plans?
- 16. Security & crowd management plan:** Clarification of your security and/or stewarding arrangements including type/accreditation (SIA/security company/general stewards/volunteers), numbers, schedules, locations, overnight arrangements, briefing/ training provided, example information packs, crowd management arrangements, identification (high visibility jackets, tabards, armbands). Communications structure and details of any arrangements/liaison with police services.
- 17. Signage plan:** Details of directional and safety signage e.g. toilets, exits, lost persons. Specific permissions will be required for any signage not directly related to the event (i.e. that which is not on the hire site, during the hire period) e.g. for any signage on public highway the consent of Traffic and Transport division (or for red routes TfL) will be required.
- 18. Information & welfare:** How are members of the public expected to contact the event organiser with queries/issues? What is your complaints policy/procedure? What are your lost person (inc. children) arrangements, what is your child protection policy? How will you be catering for those with disabilities?
- 19. Environmental:** Environmental considerations can include various aspects of the event delivery e.g. toilet provision, catering provision, conservation of parks flora & fauna, potential disruption to local residents (noise/waste/traffic/other). Music and amplified sound require special consideration and a '**Noise Management plan**' should be supplied (details of PA/amplification equipment and layout, noise limits, monitoring locations, music times/durations inc. sound check, control and monitoring procedures, complaints monitoring and action, compliance reporting. Music Noise Limit levels should reflect those detailed in the Code of Practice for Environmental Noise Control from Concerts 1995.)
- 20. Permissions and Licences:** Copies of any licences (such as temporary event notices), or confirmations of permissions (such as use of land i.e. if your event is not solely on council owned land you will need to confirm that you have the land owners permission for all land being used). If your event impacts on the highways (road/pavement), the permission of Highways and Transport will be required.

Please NOTE: A **Temporary Event Notice** may be required for events with an attendance up to 499, where licensable activities are taking place; larger events may require a **Premises Licence**. Examples of licensable activities; plays/theatre, films/cinema, boxing/wrestling, live & recorded music, dance performances, provision of alcohol, adult entertainment, late night refreshments, out of hours (11pm - 10am) activities. You will be required to apply directly to the council licensing team for these licences and will also need to inform the police about your event.

- 21. Special arrangements:** Details of any special arrangements specific to your event e.g. fireworks, presence of animals. In each case, specific documentation will be required (e.g. safety documentation relating to public firework display or an animal welfare policy).

- 22. Health & Safety policy and procedures:** What is your event health & safety policy? Can you confirm your adherence to law and minimum expected standards? **Who will be the nominated person responsible for health and safety at the event (if not the hirer)?** Can you define management structure and responsibilities for your event? What are your accident/incident reporting procedures? Details of medical provision is in place (level provided, who is providing)? What communications structure and systems will be in place?
- 23. Emergency procedures:** This should include, though is not restricted to, named responsible person, organisational responsibilities, emergency contacts, emergency arrangements (e.g. evacuation process, rendezvous points), identified access and egress points for emergency vehicles, details of closest hospital with A&E services, medical provision and first aid arrangements. For large scale events you will also need to consider major incident planning and links with emergency services.
- 24. Risk assessment:** All events will require a risk assessment which considers the build, open and pull out stages. Potential areas of risk should be considered -many of the subheadings listed herewith are likely subject matter. Try to consider areas of notable risk associated with your particular event – will the event take place near open water/river? Will the target audience be vulnerable to particular risk due to the activities they will be taking part in? Will you provide lighting if the event takes place after dark? See useful websites below.
- 25. Fire Protection:** What fire-fighting equipment will be on site? Will you be checking this? What are the areas of highest risk (LPG, cooking onsite, electrical equipment)? Will you ask suppliers/traders to confirm their equipment/stalls/tents adhere to current legislation? Have you informed London Fire Brigade about any outdoor cooking using LPG bottles? Have you adhered to the electrical safety regulations? Have stewards/staff been trained in fire safety?
- 26. Insurance documents:** Supply copies of up-to-date public liability insurance certificates (cover up to £10 million).

USEFUL WEBSITES

1. The Event Safety Guide (Purple Book): link to downloadable version http://www.qub.ac.uk/safety-reps/sr_webpages/safety_downloads/event_safety_guide.pdf
2. The London Events Toolkit: <http://www.londoneventstoolkit.co.uk/>
3. Health & Safety Executive: <http://www.hse.gov.uk/event-safety/index.htm>
4. Government Events Guide: <https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events>