

**EVENT MANAGEMENT PLAN
TEMPLATE**

Event Management Plan

Event Name

Event Date

Author:

Version:

Date submitted:

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THE EVENT

Give a brief description of what the event is, by whom it is organised, the date and the duration.

ORGANISATION & ARRANGEMENTS

Include details of the safety policy and how safety arrangements will be planned and implemented – for example who will be responsible for safety and monitoring of safety arrangements. Describe how and to whom the Event Management Plan will be distributed and where the plan will be retained for inspection during the event.

STAFFING

*Give details of the event management structure – include key staff and their roles and responsibilities.
Contacts – include names, job titles and contact details for all key staff and contractors/suppliers.
Radio holders – include a list of all radio holders and the channels they will be using.*

THE VENUE

*Give details of the address and a description of the site – it's nature eg park, town centre location, on the highway etc and any main roads or key features surrounding the site.
Include a site plan showing the layout of your event and any key features surrounding the site as mentioned above.
Site capacity – you should state the total occupancy of the site and how this has been calculated. For example, by taking into account viewing areas, total area of the site and width and capacity of all available exit routes.*

ENVIRONMENTAL ISSUES

Details of any residential or business premises in the vicinity of or impacted by the event site. Describe any consultation that has been carried out with residents and businesses locally. Include details of spectator areas, bar areas and a brief description of how litter and waste will be managed.

FIRE SAFETY

*Include information on means of escape – from the site itself and from any temporary structures such as marquees, stages etc.
Signage – describe what signage there will be on site to indicate where emergency exits are and firefighting equipment is located.
Give details of type and location of firefighting equipment and who should use it in case of emergency.
Describe any specific fire risks or areas/features on the site which should be given special attention.
Communication – who and how those on site will be communicated with if a fire or other type of emergency occurs.*

EMERGENCY PLANNING

Give a definition of what constitutes an emergency situation, who should take responsibility, any specific training carried out, preservation of an emergency scene or evidence, how and by whom media will be managed in case of an emergency and describe emergency procedures to be followed by key staff, stewards and security staff.

COMMUNICATION

Include details of how communication will be managed – pre-event planning meetings, joint agency meetings, briefings for event and site staff and how communications on site will take place – this may be via telephone and/or handheld radios.

CROWD MANAGEMENT, SECURITY, POLICING

Describe the profile of the audience who will attend the event, entry and exit points on the site, crowd dynamics ie anticipated crowd behaviour and any factors which may affect this. Give details of the security and stewarding operation, how an emergency situation such as show stop or an evacuation will be managed and if there will be any police presence or involvement with the event.

TRAFFIC MANAGEMENT, CAR PARKING, TRAVEL

Give details of any road closures (if relevant include a traffic management plan), parking arrangements (or any parking facilities that may be suspended during the event), access to the site for emergency vehicles and any specific travel arrangements planned, for example bus and train services.

BARRIERS and MARQUEES

Give details and plans of crowd control barriers, fencing, marquees or gazebos. You should include any details or calculations for structural safety of marquees, how construction will be monitored and operational use once completed. Include a schedule for the build and dismantling of barriers, fencing and marquees.

SITE POWER

Describe how and by whom electricity supply will be planned and managed. Give details of whether this is via mains or temporary (generator) supply, electrical safety, PAT testing of appliances and information on connections to supplies – distribution, cabling etc.

ENTERTAINMENT

Include details of entertainment and performances, this may be street entertainment or stage performers. If available include programmes, schedules or timetables and it may also be helpful to include any specific parking arrangements for performers.

WASTE MANAGEMENT

Describe the types of waste you expect to be occurring on site, methods of collection and removal, hazards such as fire risks, infection and vehicle movement during waste collection.

NOISE AND VIBRATION

Give information on any risks involving noise levels, vibration etc and measures planned to mitigate risks. This may be from generators, machinery and tools used during construction, or from music played during the event.

FIRST AID

Give details of the medical/first aid provider for your event. A medical plan should be included which gives information on levels of staffing and any ambulances or fast response vehicles, location and access arrangements to the first aid post, how communications with medical staff will be managed, how any clinical waste will be managed and documentation to be completed for any casualties treated at the event. You should also consider notifying the nearest hospital with Accident and Emergency facilities of your event and include it's address in the plan.

WELFARE & TOILET PROVISION

Include details of toilet provision, baby changing, accessibility of the site and facilities/structures, arrangements for lost and found property, missing and found children and vulnerable persons and event information point(s).

MARKETING & MEDIA

Give details of pre-event marketing, travel information and management of media during the event – for example if media staff are attending the event what arrangements are there for staff, reporters, photography etc.

INCIDENT & ACCIDENT RECORDING AND REPORTING

Describe how incidents and accidents will be managed – accidents and incidents should be reported via the RIDDOR procedure, medical incidents reported to and attended by first aid staff, post event collation/submission of documentation and any de-briefing process you have planned.

TRADERS AND CONCESSIONS

Give details of any traders and/or concessions at the event, if available include a plan of traders' locations, areas or zones. You should describe measures planned to ensure safe use and storage of electrical and gas supplies and all aspects of safety if food is prepared and served on site. Also include any arrangements made for traders' parking.

FOOD HYGIENE

Include information on selection of food traders, or contractors who are providing hospitality catering. You should describe how food hygiene standards will be monitored on site, including hand washing facilities and all aspects of catering and food vending operations.

LICENSING AND BARS

If the event will have a full premises licence, you should include a statement of intent and full details of how the licencing objectives will be met. This will be conditional to the granting of your licence. An Alcohol Management Plan is the ideal way to give full details of bar capacities, layout, perimeter fencing, details of bar operations, Challenge 21 or 25 policies, opening hours, staffing, staff training etc.

OTHER EVENTS IN BOLTON IMPACTING ON YOUR EVENT

You should consider all other events taking place in Bolton at the same time as your event and how they may impact your planning and operations. This may include transport planning – transport operators will be able to advise on any specific planning required to ensure smooth operating and travel arrangements for all events occurring in the borough at the same time.

APPENDICES

*You should include any relevant documentation here that is not included in the main body of the plan.
Examples are:*

- *Stewarding and security schedule*
- *Entertainment programme*
- *Additional site or zone plans not included above*
- *Wind/adverse weather management plan*
- *Counter terrorism measures*
- *Copies of pro forma such as:*
 - *food hygiene monitoring form*
 - *health and safety notice*
 - *assumption of control document*