



Hastings Borough Council

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EVENT MANAGEMENT PLAN

Event Management Plan Template and Guidance Notes for small and medium sized outdoor events

EVENT ORGANISER DETAILS

Event Organiser Name

Organisation

Telephone

Mobile

Email

Name of Event

Event Location

Audience Profile

Approximate Audience Numbers

Date of Event

Contact Telephone Number on Day of the Event
(if different to above)

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1. INTRODUCTION

The purpose of this document is to assist event organisers planning to hold an event in the borough of Hastings and St. Leonards-on-Sea. The document also provides sections that should be completed to help you develop a detailed EMP (Event Management Plan). All text in purple can be deleted on completion.

1.1. EVENT OVERVIEW

Event description

Event timing

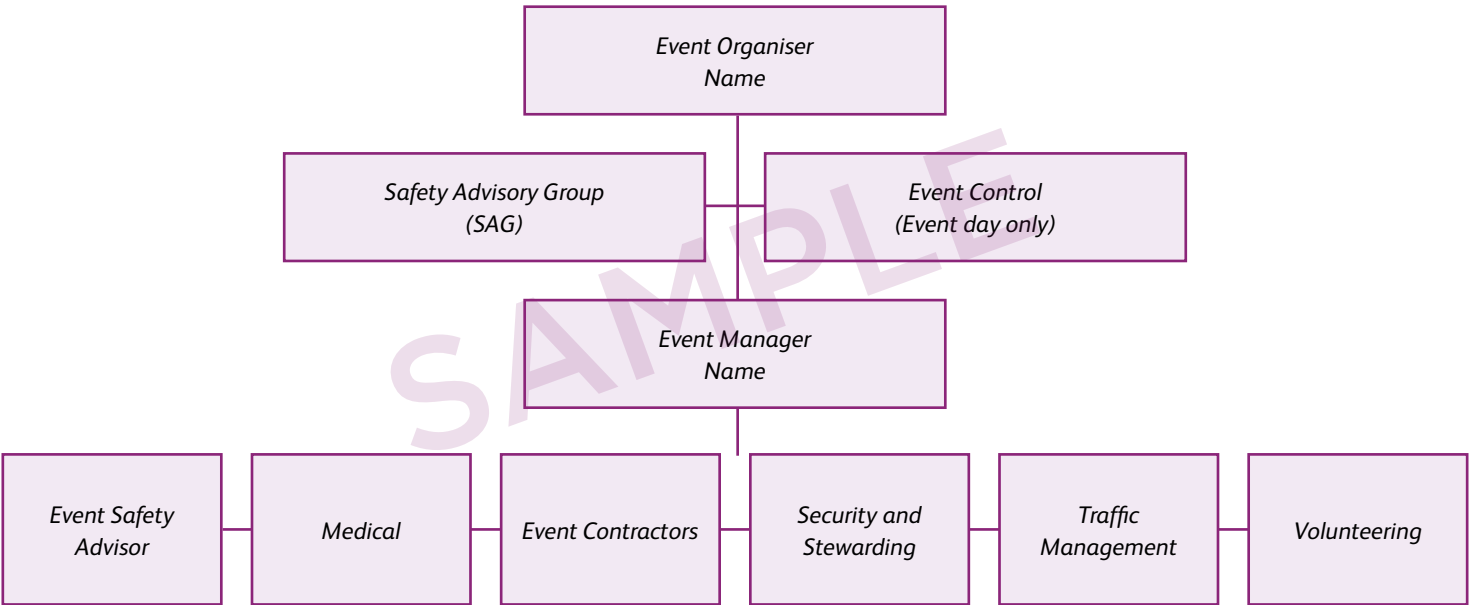
Event start time

Event end time

2. EVENT MANAGEMENT

2.1. EVENT ORGANISATION STRUCTURE

Event management organisational structure example – please change to reflect your own event



Please complete your organisational structure below:

A blank organizational structure template for completion. It features a vertical line with a horizontal crossbar, forming a T-shape, which serves as a starting point for drawing the organizational chart. Below this, there is a horizontal line spanning the width of the page, indicating where to draw the rest of the structure.

2.2. KEY EVENT MANAGEMENT CONTACTS

Populate the following table with the names, roles, and contact details of the key people involved in organising your event.

Name	Role	Contact Number
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2.3. KEY EVENT CONTACTS – OTHER

Populate the following table with all the other key contacts for your event.

AUTHORITITES (fire, police, first aid etc...)

Organisation	Name	Contact Details
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ACTS/ENTERTAINMENT
Organisation/Company

Name

Contact Details

SPECIAL EFFECTS
Organisation/Company

Name

Contact Details

SUPPLIERS/CONTRACTORS
Organisation/Company

Name

Contact Details

2.4. PRODUCTION SCHEDULE

Please populate the below production schedules.
It's important that you produce and document your production schedule to enable your team to plan their time effectively.

PRODUCTION SCHEDULE (Name of event live dates - pre event build dates)					
Date	Task	Start Time	Finish Time	Resources/who	Notes

PRODUCTION SCHEDULE (Name of event - event dates)					
Date	Task	Start Time	Finish Time	Resources/who	Notes

PRODUCTION SCHEDULE (Name of event - post event breakdown dates)

Date	Task	Start Time	Finish Time	Resources/who	Notes
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2.5. EVENT RUNNING ORDER

Please populate the box below.

EVENT RUNNING ORDER (Name of event - Date)					
Date	Venue	Description of Activity	Start Time	Finish Time	Notes

3. HEALTH AND SAFETY

3.1. YOUR RESPONSIBILITY FOR HEALTH AND SAFETY AT YOUR EVENT

The Health and Safety at Work Act 1974 <http://www.hse.gov.uk/legislation/hswa.htm> is the primary piece of legislation that covers health and safety at work. Even if you are a community organisation with no employees it is still your responsibility to ensure that your event and any contractors are operating legally and safely. It is therefore essential that you address the following areas to ensure that all steps have been taken to ensure your event is safe and complies with all health and safety law and guidelines.

3.2. RISK ASSESSMENT

Please provide a copy of your completed risk assessment. A risk assessment template is available online. See www.hastings.gov.uk

The first step in the process is to identify all significant hazards. The risk assessment can then be worked through via the online template.

3.3.FIRE SAFETY

A fire-safety risk assessment can be carried out either as a separate exercise or as part of a single event risk assessment covering all other health and safety risks.

Ensure that, based on the findings of the assessment, adequate and appropriate fire-safety measures are taken to minimise the risk of injury or loss of life in the event of a fire. This will include safe occupant capacities based around means of escape.

Please fill in the below form to show how you are managing fire safety at your event.

1. Have you carried out a fire risk assessment and considered the significant findings?
2. Are there sufficient competent people to manage the event? Will a fire safety officer be present?
3. Detail the means of controlling the occupancy numbers at your event.
4. What provision of warning is there in case of fire?
5. Are there adequate numbers of fire exits for occupancy numbers of the event?
6. Does your event involve the use of any temporary structures (such as marquees)? If so, are the escape routes sufficient for the numbers expected to use them?

7. Will all emergency exits be adequately indicated with correct health and safety signage?
8. Are all stage/set decorations/gazebos etc. fire retardant to BS standard? Will checks be made on certification on site?
9. What lighting is available if the event continues following darkness?
10. What emergency lighting is available?
11. Have all ignition sources been Identified?
12. Will generators be fuelled by diesel? (Petrol generators will not be allowed on site)

If your event has catering the following information is required:

13. Are Liquid Petroleum Gas (LPG) cylinders being used and/or stored at the venue? (If N/A go to 15)

14. What control measures are in place for storing LPG?

15. Detail the firefighting equipment across your event site.

16. How are staff trained to use firefighting equipment?

17. Detail the structural materials and decorations/hangings/gazebos that are fire retardant to BS/EN standards

18. Is there suitable fire appliance access to venue? Is this location detailed on your site plan?

19. Have you identified a place of safety in the event of a fire? Is this location detailed on your site plan?

3.4. SECURITY AND STEWARDING / CROWD MANAGEMENT

Some events will require some professional security. The main purpose of security and stewarding is crowd control and it will be your risk assessment that will identify what your security requirements will be.

Security at events must be SIA (Security Industry Authority) registered. More information is available at <http://www.sia.homeoffice.gov.uk/Pages/home.aspx>

Please provide details of the arrangements you have made for stewarding and security at your event

What are the roles and responsibilities of your stewards?

Where will they be positioned and why?

Who are your stewards? How will they be identified?

We do not require names, just where you have recruited them from.

Will you be using Security Industry Authority (SIA) qualified security staff?

(If yes, include details of role, numbers and location details)

When will your Security and Stewards be briefed prior to the start of the event?

Please provide a copy of the information that will be given to Security and Stewards (briefing document)

How will the event team and the Security and Stewards (including any traffic stewards) communicate with each other on the day of the event?

3.5. EMERGENCY PROCEDURES

Your risk assessment will help you document your procedures.

It is important that you document your procedures and communicate this with all your event staff, contractors and volunteers, as well as making the emergency services aware of your event.

Details of emergency plan for the event

Responsible person for determining that an incident is a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control?

Who will report this to the emergency services?

What systems do you have in place to contact the local emergency services?

Who will liaise with the emergency services when they get to the site?

What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?

Who will be responsible for crowd control during an incident?

If required, how will the event be evacuated and what steps would you take?

How will any evacuation instruction be given?

Details of any emergency signage that will be used at the event (i.e. emergency exit signs)

Use the **METHANE** method below to describe the situation to the emergency services when something happens.

M - Major Emergency Assess situation

E - Exact Location Exact location? How widespread?

T - Type of Incident Cause? What do we need to respond to?

H - Hazards What might others need to know?

A - Access Approved route? Rendezvous point?

N - Number of casualties Injured & non-injured. How many? Where?

E - Emergency Services Who has attended? What information has been provided?

Unattended Items / Suspicious Items

When assessing whether an item may be an unattended bag or something more sinister, use the following guidance:

H - Hidden Deliberately Has it been put somewhere in an attempt to hide it?

O - Obviously Suspicious Does it look like a device?

T - Typical of an item at your location If you're at a concert, for instance, is it a rucksack or something someone may have left.

Chances are if you have answered NO to the questions above, it isn't suspicious. Ask around to see if anyone noticed who put it there. If there is a chance it may be suspicious, use the following as guidance:

C - Confirm Confirm with Senior Event Staff your actions.

C - Clear Clear people away from the immediate area and await instruction.

C - Communicate Communicate your actions with Senior Event Staff.

C - Control Control access to the immediate area and await instructions

If there is suspicious activity you would like to report, call 999

3.6. INCIDENT REPORTING AND INVESTIGATION

Detail the system in place for reporting and recording accidents and incidents.

3.7. EVENT MEDICAL COVER

Medical Provider Details. Company Name and full address

Email contact

Telephone Number(s)

Contact phone number during the event

Name of person(s) in charge of medical cover during the event

Medical team command structure and lines of responsibility

Start time for medical cover

Finish time for medical cover

Number of medical staff on duty and qualification levels

Will you have the ability to convey patients to hospital from the event?

Number of ambulances at the event and location(s)

Number of first aid treatment areas and their location(s) at the event.

Can you confirm that all medical staff do not have other duties i.e. a security role?

How will the medical team communicate during the event?

Who will have the responsibility to ring 999 if NHS ambulance services are required?

Number of defibrillators available during the event

Expected no. of persons attending the event (Inc. event staff)	Participants	Spectators
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3.8. FUN FAIR, INFLATABLE PLAY EQUIPMENT AND OTHER ATTRACTIONS

If you plan to have bouncy castles, rides or a fun fair at your event you must carry out a number of checks and collect a range of documentation. For these attractions make sure that you see a copy of the provider’s public liability insurance, risk assessment and method statement. The name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme) is required. Please ensure that you check any safety documentation of contractors that are hired for example; **ADIPS** - Amusement Devices Inspection Procedures Scheme **PIPA** is an inspection scheme set up by the inflatable play industry to ensure that inflatable equipment conforms to recognised safety standards. **RPII** - RPII (Register of Play Inspectors International) inspection regime.

Name, address and tel number of organisation	Attraction name	ADIPS number, PIPPA or RPII (if applicable)
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3.9. TEMPORARY DEMOUNTABLE STRUCTURES (TDS)

Please provide a detailed list of all temporary demountable structures you plan to bring onto your event site. Include what procedures you will follow to ensure all structures are supplied by a competent contractor.

Please note construction work on events must comply with the Construction, Design and Management Regulations 2015 (CDM 2015) and details of your Construction Phase Plan should be included in the form below before the build is commenced.

For further advice on CDM 2015 please go to <http://www.hse.gov.uk/entertainment/cdm-2015/index.htm>

3.10. CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 (CDM 2015) - CONSTRUCTION PHASE PLAN (CPP)

Please refer to the online guidance.

CDM 2015 - Construction Phase Plan (Event/production template for simple projects)

PLAN

Client details:

Principal Designer Details:

Principal Contractor Details:

Description of work/ project:

Key dates

WORKING TOGETHER / ORGANISE

How the work will be managed safely

Key Arrangements:

Key safety risks on this project are:

3.11. SAFETY BARRIERS

Please provide detail of all safety barriers you will bring onto our event site. Ensure you incorporate all barriers on to your site plan. For example, use of pit barrier in front of a stage.

3.12. ANIMALS AT EVENTS

The organiser is responsible for the welfare of the animals, which are to be transported, housed, fed and displayed to the public in a manner suitable and appropriate to the animals' needs. The organiser shall abide by the obligations and the duty of care imposed on them by the Animal Welfare Act 2006.

Please provide a detailed list of all animals you plan to bring onto your event site. Include copies of all relevant licences / registration documentations for each animal.

4. COMMUNICATIONS

The importance of communications when planning and delivering an event is paramount. You need to consider three main areas of communication when developing your event.

1. Communicating with your event management team pre event to ensure all people are aware of all what is being proposed. It is also essential that you communicate your event plans to the residents and businesses in the surrounding area, the earlier the better.
2. Communications on the day of the event. Ensure that there is a clear communications plan in place and that all stakeholders are familiar with the plan. You also need to make sure that you have the practical tools to make the communication plan work on the day. This could include radios, mobile phones, runners (staff to run errands and messages) and a public address system.
3. Audience communication needs to be considered to make the visitor experience enjoyable and seamless. Elements here could include flyers, site plans, signage, public address system, stage schedules, and MC's and information points.

4.1. EVENT COMMUNICATIONS – SURROUNDING RESIDENTS

Document here how you are going to communicate your event plans to surrounding residents and businesses.

4.2. EVENT COMMUNICATIONS - MEDIA PLAN

Document here how you are going to communicate your event plans via the media, including any social media.

4.3. EVENT COMMUNICATIONS – AUDIENCE

Document here what plans you have in place for communication with your audience on the day, take note of point 3 above.

4.4. EVENT COMMUNICATIONS – EVENT MANAGEMENT

Document here what plans you have in place for your event day communication for event staff and emergency services, both on site and off site.

5. WELFARE

5.1. SAFEGUARDING CHILDREN

If your event is family friendly and involves activities specifically for children/vulnerable persons you will need to consider if your staff/volunteers are qualified to work with children.

You may be required to be DBS (disclosure and barring service) checked in this instance.

The DBS helps employers make safer recruitment decisions and helps ensure that they prevent unsuitable individuals from working with children/vulnerable persons. Employees working with 'unsupervised' children are legally required to be DBS checked.

Please see <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about> for further information

Detail your safe guarding procedure below.

5.2. LOST/FOUND CHILDREN AND VULNERABLE PERSONS

Please document here your lost/found children and vulnerable persons policy and procedures.

Take into account the following

- Threat
- Harm
- Risk

Note: It is important to act swiftly in this kind of situation. If in any doubt at all please contact the Police immediately.

5.3. ACCESSIBILITY

Arrangements for access across the event for persons with disabilities.

For example access/egress to event, access to toilet facilities, access to viewing areas, general movement across site.

5.4. PROHIBITED ITEMS – DRUGS/WEAPONS/ALCOHOL

Arrangements for minimising the risk of the above entering your event footprint. Can include the following:

- Search procedures, if any required
- Entrance refusal system for possession,
- Ejection system for possession,

6. LICENSING

6.1. PREMISES LICENSING AND TEMPORARY EVENTS NOTICE (TEN)

If your event includes licensable activity please provide details here.

6.2. BAR MANAGEMENT

If your event will have either a Temporary Event Notice (TEN) or Premises Licence for the supply of alcohol you will need to consider how you will manage the bar. You will need to provide the following detail:

- Designated Premises Supervisor
- Personal licence Holders
- Control of the sale of alcohol
- Proof of age policy (including challenge 25)
- Promotion of responsible drinking
- Appropriate signage
- SIA security on each bar
- Refusals and incident log book on each bar
- Provision of free drinking water
- No glass policy
- Bar Staff training

6.3. STREET TRADING

If your event includes licensable activity please provide details here.

7. INSURANCE

Event organisers must hold public liability insurance to the value of £10 million. You must also ensure that any contractors that you are engaging also hold public liability insurance and any other appropriate insurance, i.e. product liability, employee insurance.

Please confirm that you hold public liability insurance to the minimum value of £10 million

You will also need to ensure that you hold copies of all contractors relevant insurance and that copies of such can be provided upon request

8. CATERING

Detail any catering and / or provision of food you plan to provide at your event.

Please note that all details of any catering concessions should be listed under 2.4 Key Event Contacts – Other.

9. SITE CONSIDERATIONS

9.1. SITE PLAN

Please include a copy of your site plan as separate attachment. Email it to eventsadmin@hastings.gov.uk

9.2. ACCESS AND EGRESS

Details of method of entry to event.

This could include;

Ticketing- prior booking required and/or buy on entry

Free to turn up – unticketed

Detail the exit plan for your event.

Ensure the public leave safely, quickly and quietly

Consider redeployment of SIA security and stewards to direct people leaving appropriately and give information on transport away from event site

Detail the local taxi and vehicle pick up points

9.3. MANAGING WEATHER

Inclement weather, particularly high winds, flooding and electrical storms can cause the cancellation of events at any time of year in the UK. You will need to ensure that you consider the potential effects of weather on your specific event site. This will include the following:

- Monitoring wind speeds throughout (use of anemometer)
- Monitoring weather forecasts continually from installation to end of derig
- Appropriate ballasting of gazebos, marquees and other temporary structures
- Installation and sign off for staging and other temporary structures by a competent person.
- Contingency plan for evacuating structures and/or event site

Please detail the weather management plan for your event

9.4. TOILETS

You are required to provide adequate toilet facilities for your event attendees, staff and contractors.

Please outline here your planned toilet provisions for your event based on your expected numbers and gender split. Be conscious that you will need to provide disabled facilities and separate sanitary facilities for caterers.

For events with a gate opening time of 6 hours or more		For events with a gate opening time of less than 6 hours duration	
Female	Male	Female	Male
1 toilet per 75 females	1 toilet per 400 males + 1 urinal per 100 males	1 toilet per 100 females	1 toilet per 500 males + 1 urinal per 150 males

9.5. WASTE MANAGEMENT

Details of the arrangements made for waste disposal.

Single use plastics - The council is committed to a number of initiatives to help tackle climate change, and set a target for Hastings to become carbon neutral. All event organisers should ensure that single use plastics are avoided at festivals and events held on council land. Therefore please take whatever action is necessary to ensure that single use plastics are not used at your event and you use sustainable resources.

Outline here your waste management policy for the event.

9.6. NOISE MANAGEMENT

Noise Management

Details of the arrangements made for minimising noise disruption throughout the build, event and derig.
For further information please refer to our online noise monitoring guide.

Outline your noise management plan for the event including sound checks prior to event commencement, monitoring during event, and equipment used

9.7. VEHICLES ON SITE

Please outline here what your vehicle policy is for your event site.

10. TRAFFIC MANAGEMENT

10.1. ROUTE MANAGEMENT

Is the event taking place on or off the Highway?

On the Highway Off the Highway

Route for traffic to take in order to get to the event

Route for traffic to take in order to get to the event

Route for traffic to take in order to get to the event

Can people enter your event without causing an obstruction on the road?

Impact of the event on public transport.

Need for parking suspensions as part of the event

10.2. ROAD CLOSURES

Is there a need for a road closure?

Yes No

List ALL roads that need to close for the event below:

Duration of the closure?

10.3. TRAFFIC MANAGEMENT PLAN (TMP)

A TMP plan will need to be submitted to the local authority. Initial enquiries to tto@hastings.gov.uk

I agree that my own personal data and documents that I am submitting can be shared within Hastings Borough Council and also with members of the Safety Advisory Group (Sussex Police, East Sussex Fire and Rescue Service, South East Coast Ambulance Service, Maritime and Coastguard Agency, East Sussex County Council, Royal National Lifeboat Institution, Civil Aviation Authority, and East Sussex Healthcare NHS Trust).

I confirm that the individuals for whom I am providing contact details have all consented for their personal information to be included in this plan and that they understand that it will be shared within Hastings Borough Council and also with the members of the Safety Advisory Group (Sussex Police, East Sussex Fire and Rescue Service, South East Coast Ambulance Service, Maritime and Coastguard Agency, East Sussex County Council, Royal National Lifeboat Institution, Civil Aviation Authority, and East Sussex Healthcare NHS Trust). I understand that I may be required to evidence this consent.

All personal data that you provide will be processed in accordance with the General Data Protection Regulation and Data Protection Act 2018, as formally detailed at <https://www.hastings.gov.uk/privacy/notices/EMP/>.

To find out more about how Hastings Borough Council protects and respects your privacy, please visit <https://www.hastings.gov.uk/privacy/>.