



# NORTH WALSHAM TOWN COUNCIL

## Event Management Plan

Template form – see also 'Guidance Notes' document

**Adopted by the Council at its meeting held on 23.2.21**

Name of Event:

Location of Event: (full address)

Post Code:

Date of the Event:

Number of days the event will be running:

I am (Please state your role and duties)

Name (Please state your name and address)

Author of this document:

Email address:

Date last updated this document:

Document version number:

### Introduction

This document provides sections that should be completed to help you develop a detailed EMP (Event Management Plan). It is recommended that you save a new version of the document and complete all sections; after all sections have been addressed you will have an EMP for your event.

### Pre-Planning

The success of any event is always dependent upon adequate pre-planning, and it is essential that you allow enough lead-time to ensure that your event is a success. By addressing the why, what, where, when and who early in your planning process, it will help you to make informed decisions during the event planning process.

**Why** – it really is worth asking this question at the very beginning, sometimes you may find that the answer is not immediately obvious. By addressing the 'why' it will help your organising committee establish the core values of your event. Establishing the core values will help you design your event and develop the 'who' and therefore 'what' elements you should include as part of your event programme.

**What** – you need to decide what it is that you will present at your event. Your core values will provide direction here. Knowing who your target audience will help you identify what elements should be at your event. Try to put yourself in the shoes of someone from your target audience, what are their interests, what will attract and excite them at your event.

**Where** – some things that should be considered when deciding on your event venue include: site area, access, community impact, transport, car parking, ground conditions and existing facilities such as toilets. It is also worth considering your venue in terms of your target audience, is the location accessible to your main target audience?

**When** - consider your event date in terms of some of the following: other events, day of the week, do your opening times suit your audience and the likely weather conditions at that time of the year.

**Who** - this is one of the most important points to consider in your pre-planning process, identifying the 'who' will come from your 'why' and the identification of the core values. Your 'who' may also mean you need to give special considerations for facilities such as young children, teenagers, the elderly or disabled.

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## 1. Event overview

Estimated numbers attending the Event

What is the estimated capacity at your peak period (single point during the event)?

What is the target audience age category?

☐ Under 18    ☐ 18 – 24    ☐ 25 – 40    ☐ 41 – 60    ☐ 61 or over

How would you describe your event ?

Is this a ticketed event?      Yes / No

No vehicle movement on site between:

General Public on site between:

## 2. Location overview

Location of event

Memorial Park                      Yes / No

Trackside Park                      Yes / No

Woodville Park                      Yes / No

Market Cross                      Yes / No

Other (please describe)              Yes / No

How close is the nearest noise sensitive premises?

Will you be applying for any road closures?

If yes and you have the approval, please state the reference number for the order

### 3. Event management team

Any event should always have one person who is ultimately responsible for all aspects of the event. Depending on the nature and scale of the event, a number of other people will have key tasks and responsibilities allocated to them but will report to the Event Manager.

Name of the Event Manager

Mobile Telephone Number

Home Address

What experience has the Event Manager at running events? Please include whether they hold any formal qualification in Event Management.

Emergency Liaison Team

List the team of people that will make big decisions surrounding the activity within the event and will determine whether the emergency services are to be contacted.

Other key event contacts

You as the event organiser should start collating the details of all people that will have some involvement with your event. This could be event suppliers, stall holders, emergency contacts, council contacts etc. While it is not necessary that we (council team) have this list it is important that you create comprehensive list. This helps with your event planning and event management on the day. There is nothing worse than the main stage act not showing up on time and you don't know how to contact them!

Business Name

Role within the Event

Contact details

## 4. Staffing the event

### First Aid

Who will be providing your first aid?

Number of first aiders?

Who determined the number of staff required at your event?

If over 5,000 people present, have you notified the nearest Hospital?

Over and above the key event management contacts you have documented, please tick here the number of other staff that will be required to deliver your event

	0	1 – 5	5 – 15	16-25	26 or more
Road Closure Marshals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car Park Marshals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SIA Door Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Litter Marshals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 5. Health & Safety

### Risk Assessments and Management

Attach risk assessments for identified risks to public and organisers

Attach a fire risk assessment where relevant.

## 6. Fire safety

Tick the numbers of extinguishers to be provided

	0	1 – 5	5 – 15	16-25	26 or more
POWDER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FOAM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WATER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WET CHEMICAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WATER MIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 7. Fire risk assessment

Fire hazards and their elimination or control

If the answer to questions is NO then tick the control measures you will adopt:

### SOURCES OF FUEL

Are there any highly flammable substances in the area. E.g. paints, thinners, flammable gases, flammable chemicals ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"><li>• Replace with safer alternatives</li><li>• Remove or significantly reduce any highly flammable substances</li><li>• Keep them in fire resisting stores</li><li>• Keep minimum quantity in area</li><li>• Ensure all containers are kept closed when not in use</li></ul>		
Are flammable liquids or gasses used or stored in areas without adequate ventilation e.g LPG, CO2, O2	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"><li>• Remote storage</li><li>• Improve ventilation</li><li>• Other</li></ul>		
Are there quantities of combustible material stored, on display or in use in the area ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"><li>• Replace stocks of combustible materials with non combustibles</li><li>• Reduce stocks to a minimum</li><li>• Separate stocks from heat sources</li><li>• Other</li></ul>		
Are quantities of combustible waste allowed to accumulate in the area such as paper, cardboard etc. ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"><li>• Improve the arrangements for disposal of waste</li><li>• Improve general housekeeping</li><li>• Ensure staff are aware of standards required</li><li>• Give specific additional training to responsible staff</li><li>• Other</li></ul>		
Is foam filled furniture which is not combustion modified or is worn to the point of exposure in use ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"><li>• Furniture complies with BS EN 5852</li><li>• Replace or repair</li><li>• Other</li></ul>		
Are areas of wall or ceilings covered or made of combustible materials e.g. Marquees ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"><li>• Drapes &amp; Fabrics comply with BS EN 1101/2</li><li>• Ensure treated with fire resistant solution</li><li>• Remove sources of ignition</li><li>• Other</li></ul>		

## SOURCES OF IGNITION

Does the work activity involve hot processes such as cooking, food preparation ? ☐ Yes ☐ No

- Minimise the amount of combustible materials in the work area
- Arrange so that hot surfaces and sparks are safely contained
- Eliminate hot surfaces and sparks
- Ensure food cooking areas are not left unattended
- Ensure satisfactory controls over concessionaires
- Impose fire safety conditions on concessionaires
- Other

Is smoking permitted ? ☐ Yes ☐ No

- Implement a smoking policy which provides for safe smoking
- Total ban in combustible structures
- Signage in prohibited areas
- Good housekeeping
- Other

Are there light fittings near combustible materials ? ☐ Yes ☐ No

- Remove combustible materials
- Ensure safely fitted
- Replace tungsten/halogen bulbs with fluorescent tubes
- Other

Is electrical equipment: Faulty, damaged or not used in accordance with the manufacturers recommendations ? ☐ Yes ☐ No

- Repair or replace faulty equipment
- Portable appliance testing carried out
- Suitable policy regarding the use of personal electrical equipment
- Ensure all fuses are the correct rating
- Other

Are inspection lamps or extension leads used ? ☐ Yes ☐ No

- Ensure leads are fully uncoiled
- Limit extension leads and adaptors
- Ensure leads are not overloaded
- Other

Is arson a potential problem ? ☐ Yes ☐ No

- Improve security measures
- Remove combustible storage / waste from combustible structures
- Ensure combustible storage is contained with a secure lid
- Other

Is lightning a potential problem ? ☐ Yes ☐ No

- Incorporate measures into your emergency plan
- Other

## IDENTIFY PEOPLE AT RISK

Are there any increased risk groups i.e. in remote areas, lone working/sleeping?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"><li>• Can they be re-located</li><li>• Improve the means for warning / escape</li><li>• Other</li></ul>		
Are there people unable to react quickly, due to a safety critical work process ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"><li>• Introduce appropriate close down procedure</li><li>• Improve means of warning / means of escape</li><li>• Other</li></ul>		
Are there people with disabilities who would be disadvantaged when evacuating ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"><li>• Incorporate measures in your emergency plan</li><li>• Provide specialist equipment</li><li>• If staff are required to assist in evacuation, ensure sufficient numbers and appropriate training</li><li>• Other</li></ul>		
Are members of the public likely to be unfamiliar with the escape routes ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"><li>• Ensure staff are adequately trained to assist with evacuation</li><li>• Improve signage</li><li>• Other</li></ul>		

## MEANS OF ESCAPE FROM FIRE

In the event of fire can everyone safely escape from the area ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"><li>• Ensure existing routes and exits are available and unobstructed</li><li>• Provide additional routes and exits</li><li>• Provide training for safe evacuation</li><li>• Secure reasonable arrangements for disabled people</li><li>• Implement routine checks</li><li>• Other (state in significant findings Pt 4 )</li></ul>		
Can everyone turn their backs on the fire and escape to a place of safety ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"><li>• Provide additional escape routes</li><li>• Provide and maintain protected routes</li><li>• Other</li></ul>		
Do gates on escape routes open in the direction of travel ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"><li>• Re-hang in direction of travel</li><li>• Other</li></ul>		
Are all exits adequately signed ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"><li>• Install sufficient signs to enable people to find their way out</li><li>• Ensure signs are unobstructed and clearly visible from distance</li><li>• Other</li></ul>		
Are all exits adequately illuminated ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"><li>• Install emergency lighting</li><li>• Other</li></ul>		



## FIRE FIGHTING AND FIRE WARNING

Are there sufficient appropriate type extinguishers for the risk and are they located properly ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"> <li>• Provide suitable additional equipment for the risk</li> <li>• Make visible and unobstructed</li> <li>• Provide additional signage</li> <li>• Other</li> </ul>		
Have sufficient people been trained in the use of fire fighting equipment ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"> <li>• Implement training programme</li> <li>• Other</li> </ul>		
In the event of fire are there suitable arrangements for giving warning ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"> <li>• Expand public address system</li> <li>• Increase marshals/stewards</li> <li>• Other</li> </ul>		

## PROCEDURES, ARRANGEMENTS, MAINTENANCE AND TRAINING

Are sufficient person(s) available to assist in implementation of fire safety matters ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are appropriate fire procedures/event management plan in place, recorded and available for relevant persons to read ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are people nominated to respond to fire and assist with evacuation ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are people nominated to respond to fire, trained in the use of extinguishers ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all extinguishers in use tested in accordance with B.S.5306	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all staff inducted with fire safety training, and records maintained ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are concessionaires made aware of their responsibilities in line with your fire procedures/event management plan ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are concessionaires required to produce a specific fire risk assessment ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do electrical power installations conform to B.S. 7909 Code of practice for Temporary Distribution Systems ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all electrical installations installed and tested in accordance with B.S. 7671, Wiring Installations ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all electrical appliances tested in line with the IEE Code of Practice (PAT) ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there appropriate liaison with the Fire & Rescue Service ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the Fire & Rescue Service able to access within 45 metres of all areas, including car parks ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there sufficient water supplies to enable the Fire & Rescue Service to execute their duties ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## 8. Security

Will you be using SIA security at the event?

If Yes, what is the name of the Company supplying the security

SIA Registration Number

How many SIA staff will you be using during the event

How many SIA staff will be present at any one time?

Before the Event

Will there be a controlled entry system into the event?

What is your process if you refuse entry to the event?

How are you going to control the site to ensure that the crowds are managed safely?

During the Event

Will there be any searching as part of the condition of entry to the event?

If yes, what is the estimated flow rate of people entering the event?

Will there be any restrictions on items being brought into the site?

How will you deal with someone bringing in a prohibited item into your event? (e.g. drugs)

How are you going to control a situation if there is a disturbance within the event?

How would you eject someone from the event? Who would make the decision to eject someone?

If your event has more than 1000 persons attending at any one time, please attach a detailed security plan based on your risk assessment.

## 9. Stewarding

Stewards require training to ensure they are fully aware of their duties and responsibilities. What training are you providing?

Are you providing a briefing before or during the event?

☐

Yes prior to the event

☐

Yes, prior to the event and  
when new stewards arrive

☐

Not considered necessary

You must ensure that you develop a communications plan for all staff, including stewards as they need to understand how they can cascade information or report incidents during the event.

What is your plan?

Who will be delivering the plan?

Will you be handing out information cards?

## 10. Extreme weather

Who will be making the decisions over the weather assessments in the build up to the event and during the event?

If you have to cancel the event due to extreme weather, how are you going to communicate this with those attending your event?

If there is a thunderstorm during your event, (flash-to-thunder time of under five seconds) how are you going to minimise the risk of someone being struck or affected by the indirect effects of lightning?

## 11. Contingency Planning

Have you conducted risk assessments for potential hazards, extreme weather and unplanned events, and what were your findings?

### Declaration of a Major Incident and Transfer of Command

How are you going to hand over control of your event to the Emergency Services. Is a policy in place?

Think about what you will do if a fire occurs, where on the site will you evacuate people?

How will you communicate this instruction to your audience, especially if you have been instructed to turn off all electrical devices?

Who will take responsibility for these decisions? Who will be the single point of contact for the emergency services?

## 12. Electricity

If you are including electrical supply as part of your event, please document the details here.

Please complete below the details of the electrician that has/ will signed off the installation prior to the event starting?

### 13. Inflatable play equipment

Is the operator conforming to the PIPA Scheme?

Will they carry out the daily checks on the equipment as required by EIS?

Has the inflatable a PIPA tag?

Will you get full instructions on its SAFE operation?

If it is set it up with the blower unit at 1.2 metres distance will it still fit on my site?

Is the equipment clearly marked as to its limitations of use (max. user height etc.)

Are you or the provider a member of a relevant association (AIMODS, NAIH or BIHA)? (Check this against the relevant web site listing (See Participating Organisations)

Do they have £5 million Public Liability Insurance? if yes what is the certificate number

Do you have a copy of the current PIPA test certificate for this equipment? If yes what is the certificate number

### 14. Funfairs

Are you having Fun Fair or Rides at your event?

Any stand-alone ride or rides that are part of a fun fair must be part of the ADIPS (Amusement Device Inspection Procedures Scheme) scheme. Have you seen any confirmation of this?

Has the operator provided you with a copy of their In Service Annual Inspection papers and copy of these must be provided to the council

Has the operator confirmed in writing that that they adhere and operate under the HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice

### 15. Temporary demountable structures

Will you be using temporary demountable structures at your event?

Do you need approval from the authorities?

Do you require planning permission?

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

Have suppliers supplied you with a copy of their public liability and employee insurance certificates

Have all suppliers provided you with relevant risk assessments and method statements relating to the product they are supplying for your event

The suppliers must provide a signed hand over inspection once the structure is completed to say that it is safe and ready for use. Are they aware of this?

Have you considered all other health and safety aspects relating to any temporary structure

## 16. Animals

Are you having any live animals at your event?

You must obtain consent from the Council in writing before you may bring any animal's on site for exhibition, performance or entertainment.

Do you have this consent?

Please list the animals that will be attending the event

Do you have copies of all relevant licences / registration documentations for each animal?

Please provide details of the Public Liability Insurance.

## 17. Event Communications

Event communications – Surrounding residents

Document here how you are going to communicate event plans to surrounding residents / businesses

Event communications – Audience at the event

Document here what plans you have in place for communication with your audience on the day.

Event communications – Internal

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.

## 18. Missing children

Who has been allocated the role of managing lost children.

Do they have a DBS certificate, if so what is their certificate number

## 19. Licencing

Does your event have any of the following:

☐  
Recorded Music

☐  
Live Music

☐  
Alcohol

☐  
Late Night Refreshment  
(after 2300hrs)

The Memorial Park, Market Place, The Butchery (off Market Place), St Nicholas Churchyard & Carnival Route are fully licensed and do not require a TENS license

## 20. Insurance

All event organisers must hold public liability insurance to the value of £5 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 your organisation/ event hold Public Liability insurance to the minimum value of £5 million and that a copy of the policy has been forwarded to the council.

Please confirm that you hold Employees Liability insurance to the minimum value of £5 million and that a copy of the policy has been forwarded to the council.

Do you hold copies of all relevant insurances for each contractor, service provider, exhibitor etc and that copies of such will be provided to the council as well.

## 21. Catering and food

Document details here of 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 Key Event Contacts – Other.

Will you have food provisions at your event? If yes please provide details.

## 22. Site plan

Attach or insert site plan here

**23.     Toilets**

Please outline here your planned toilet provision, based on expected numbers and gender split

Female toilets to be provided	Male toilets to be provided

**24.     Vehicles on site**

Please outline here what your vehicle policy is for this event

What vehicles will need to access the site for your event?

What vehicles will need to remain onsite throughout your event and which will be off-site before the event opens?

Are there any vehicles that will need to move on the site during your event? It is strongly recommended that you avoid the need for this, however if it is needed you should have a rigid procedure in place and ensure that all people involved in your event are fully briefed on the protocol.

## 25. Traffic, transport and parking

What is the estimated number of vehicles attending?

Is a Signage plan required?

When arriving and leaving, what routes will they be signed to take on arrivals and departures?

Will the volume of traffic for this event cause an adverse impact on the road network?

If yes, how will this be managed?

How will the car parks be managed to ensure efficient ingress off the highway and ensure no conflict with pedestrians walking from the car park to the event entrance where relevant.

Where are the car park entrances and exits, what's the predicated rate of flow in and out.

Are there any reduction in speed limits on any roads required for safety purposes?

If yes, please state the restriction.

## 26. Environmental

Please document your recycle plans here.

## 27. Noise

What noisy activities or equipment will be in use

At what times?

How will the affects of this on neighbours be managed

Have agreed noise levels been agreed with NNDC

## 28. Lighting

What type of lighting will be used within the event?

What is your provision for emergency lighting (inside and outside structures)?

What happens if you lose all power, how will you ensure there is adequate lighting.



## 29. Evacuation

How will evacuation alert be given to people at the event ?

Where is the primary rendezvous point to meet the emergency services. Remember, you may be evacuating people out of the venue, so you do not want the emergency services arriving at the exit you are trying to evacuate people.

Describe your backup locations, in case the primary RV Point is blocked?

## 30. Contingency plan

What contingency plans to you have ?

## 31. Attachments

Please attach your risk assessments, valid insurance documents and any other requested or relevant documents.

### Declaration

This Event Management Plan is owned by the event organiser listed above and any advice given by North Walsham Town Council should be considered a recommendation only.

North Walsham Town Council will not approve any final documentation as the onus is upon the organiser to consider all risks identified by the members of the group and the Health and Safety Executive (HSE).

North Walsham Town Council follow the guidance set out by the HSE and also refer to 'The Purple Guide'. This guide has been written by The Events Industry Forum in consultation with the events industry. Its aim is to help those event organisers who are duty holders to manage health and safety, particularly at large-scale music and similar events.

See North Walsham Town Council, Event Management Plan - Guidance notes for further information to help you complete this template form

For more advice relating to Event Management, please refer to the Health & Safety Executive guidance found via <http://www.hse.gov.uk/event-safety/>

Data Protection : Please refer to the Town Council's Policy on the website [www.nwtc.org.uk](http://www.nwtc.org.uk). If you have any concerns regarding the handling of your personal data you can contact [admin@nwtc.org.uk](mailto:admin@nwtc.org.uk) and you can also contact the Information Commissioners Office (ICO) <https://ico.org.uk/global/contact-us/>