



NORTH WALSHAM TOWN COUNCIL

Event Management Plan

Template and guidance notes

Name of Event:	Location of Event: (full address) Post Code:
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Date of the Event:	Number of days the event will be running:
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I am (Please state your role and duties) Name (Please state your name and address)

Date last updated this document:	Document version number:
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Author of this document:	Email address:
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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.

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.northwalsham-town.co.uk . If you have any concerns regarding the handling of your personal data you can contact admin@northwalsham-town.co.uk and you also have the right to contact the Information Commissioners Office (ICO) (<https://ico.org.uk/global/contact-us/>)

Introduction

The purpose of this document is to provide broad guidance notes for event organisers planning to hold an event on or using land belonging to North Walsham Town Council.

The document also 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 consideration 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?

What is the focus of the event?

- | | |
|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Under 18 | <input type="checkbox"/> 41 – 60 |
| <input type="checkbox"/> 18 – 24 | <input type="checkbox"/> 61 or over |
| <input type="checkbox"/> 25 – 40 | |

How would you describe your event ?

Is this a ticketed event?

If there is live music or recorded music being played, please state the type of music at the event.

- | | |
|----------------------------------|---|
| <input type="checkbox"/> African | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Blues | <input type="checkbox"/> Caribbean |
| <input type="checkbox"/> Country | <input type="checkbox"/> Easy Listening |
| <input type="checkbox"/> Folk | <input type="checkbox"/> Hip Hop |
| <input type="checkbox"/> Latin | <input type="checkbox"/> Pop |
| <input type="checkbox"/> Rock | |

Name of the artists / DJ's appearing at the Event

2 Location overview

Location Map (to identify the location within North Walsham, not site plan)

How close is the nearest noise sensitive premises?

Type of Location.

Will you be applying for any road closures?

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

Which North Walsham Town Council Land will you be using?

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

Business Name

Role within the Event

Business Name

Role within the Event

Business Name

Role within the Event

Business Name

Role within the Event

Business Name

Role within the Event

4 Emergency Services

Depending upon the size of your event, you may be required to notify the emergency services of your event in case of a major incident or need to close roads.

Police - Name of officer notified
Fire Service - Name of officer notified

5 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?

Please find below a reference sheet to assist you with assessing your event has the appropriate number of first aid facility.

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"/>

For smaller and community-based events an organisational matrix should still be developed. It helps everyone understand the management structure and who is responsible for what.

It is also an essential element in your emergency response planning. If an incident occurs it is crucial that your staff, the public or emergency services know the chain of command. The below is a very simple structure, you should highlight the levels of command and the protocols for communication up and down the hierarchy.

It's important that you produce and document an event day programme; this not only helps your event management on the day but also allows you to promote your programme to your

audience prior and during the event. A production schedule is also an essential element in successful event management, it ensures tasks are done on time and not forgotten, with so much to think about it is easy to forget things if you don't document each and every task.

Regardless of the scale of the event you should document what needs to be done prior, during and after the event to ensure all tasks are carried out in a timely manner.

No vehicle movement on site between:

General Public on site between:

6 Health & Safety

It is your responsibility for health and safety of staff and public 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 essential that you address the following headings to ensure that you have taken all steps that is reasonably practical to ensure your event is safe and complies with all health and safety law and guidelines.

Risk assessments and Management

The risk assessment process is not an option when planning an event, it is an absolute necessity and no event will be granted permission until a suitable risk assessment has been completed.

It is important that a risk assessment is not just something you do because it is a legal requirement, it is the single most important tool to ensure you cover all health, safety and planning aspects of your event.

A risk assessment is a 'fluid' document that should be developed early, constantly monitored, adjusted and shared widely with internal and external stakeholders.

The first step in the process is to develop a risk register, do this with your planning group and brainstorm every identifiable risk. Each identified risk will then be dealt with via the risk assessment template.

You must include the fire risk within this assessment.

You can refer to the HSE (Health and Safety Executive) 5 Steps to Successful Risk Assessment - <http://www.hse.gov.uk/pubns/indq163.pdf>

7 Fire safety

You must address the area of fire safety for your event. as stated under Risk Assessments and Management you need to include the risk of fire in your event risk assessment.






Also document how you have addressed the key areas of the fire risk assessment process highlighted below: - Identify the fire hazards, i.e. sources of ignition, fuel and oxygen - Identify people at risk within and surrounding your site and those at highest risk - Evaluate the risk of a fire occurring and evaluate the risk to people should a fire occur - Remove or reduce fire hazards and remove or reduce the risks to people - Consider the following: detection and warning, fire fighting, escape routes, signs and notices, lighting, maintenance - Recording significant findings and action taken - Prepare and emergency plan - Inform and instruct relevant people, provide training - Keep assessment under review and revise where necessary

Useful resources for fire safety planning include:

- <http://www.communities.gov.uk/publications/fire/firesafetyassessment>
Fire Safety Risk Assessment – open air events and venues

- Guide to Fire Precautions in Existing Places of Entertainment and Like Premises – Home Office – Chapter 13 page 136 ‘Special Provisions for Temporary Structures and places of Entertainment which are under cover in otherwise open air situations’.

PLEASE ASSUME NORFOLK FIRE AND RESCUE SERVICE WILL NOT BE ATTENDING YOUR EVENT.

Type	Fire Classification	Fire Extinguisher Suitability
ABC POWDER		Powder fire extinguishers are ideal for use in mixed risk environments and offer excellent all round fire protection. With a unique class C rating, powder fire extinguishers are the only effective solution for fires involving flammable gases.
AFF FOAM		Foam fire extinguishers are ideal for use on fire involving solid combustible materials and are highly effective on flammable liquid fires. The layer of foam applied by these extinguishers helps to prevent re-ignition after the fire has been extinguished.
CARBON DIOXIDE		CO2 fire extinguishers are suitable for use on flammable liquid fires and are extremely effective at extinguishing fire involving electrical equipment. CO2 is also one of the cleanest extinguisher agents and leaves no residue behind.
WATER		Water fire extinguishers are suitable for use in environments containing solid combustible materials such as wood, paper and textiles. It is important to remember that water conducts electricity and should not be used around electrical equipment (unless water extinguishers with additive are used).
WET CHEMICAL		Wet chemical fire extinguishers have a unique class F rating and are usually supplied with a special application lance. The perfect solution for tackling large burning oil fires, wet chemical extinguishers are ideally suited to the kitchen environment.

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"/>

	0	1 – 5	5 – 15	16-25	26 or more
FOAM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARBON DIOXIDE	<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"/>

For more localised support, please contact Norfolk Fire and Rescue on 0300 123 1669

8 Fire risk assessment

Fire hazards and their elimination or control

Make comment within relevant significant findings of sections 1 - 6 of control measures adopted to ensure compliance:

SOURCES OF FUEL

Are there any highly flammable substances in the area. E.g. paints, thinners, flammable gases, flammable chemicals ? Yes No

- Replace with safer alternatives
- Remove or significantly reduce any highly flammable substances
- Keep them in fire resisting stores
- Keep minimum quantity in area
- Ensure all containers are kept closed when not in use
- Other (state in significant findings Pt 1)

Are flammable liquids or gasses used or stored in areas without adequate ventilation e.g LPG, CO2, O2 Yes No

- Remote storage
- Improve ventilation
- Other (state in significant findings Pt 1)

Are there quantities of combustible material stored, on display or in use in the area ? Yes No

- Replace stocks of combustible materials with non combustibles
- Reduce stocks to a minimum
- Separate stocks from heat sources
- Other (state in significant findings Pt 1)

Are quantities of combustible waste allowed to accumulate in the area such as paper, cardboard etc. ? Yes No

- Improve the arrangements for disposal of waste
- Improve general housekeeping
- Ensure staff are aware of standards required
- Give specific additional training to responsible staff

- Other (state in significant findings Pt 1)

Is foam filled furniture which is not combustion modified or is worn to the point of exposure in use ? Yes No

- Furniture complies with BS EN 5852
- Replace or repair
- Other (state in significant findings Pt 1)

Are areas of wall or ceilings covered or made of combustible materials e.g. Marquees ? Yes No

- Drapes & Fabrics comply with BS EN 1101/2
- Ensure treated with fire resistant solution
- Remove sources of ignition
- Other (state in significant findings Pt 1)

Significant Findings part 1

SOURCES OF IGNITION

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

- 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 (state in significant findings Pt 2)

Is smoking permitted ? Yes No N/A

- Implement a smoking policy which provides for safe smoking
- Total ban in combustible structures
- Signage in prohibited areas
- Good housekeeping
- Other (state in significant findings Pt 2)

Are there light fittings near combustible materials ? Yes No N/A

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

- Other (state in significant findings Pt 2)

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

- 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 (state in significant findings Pt 2)

Are inspection lamps or extension leads used ? Yes No N/A

- Ensure leads are fully uncoiled
- Limit extension leads and adaptors
- Ensure leads are not overloaded
- Other (state in significant findings Pt 2)

Is arson a potential problem ? Yes No N/A

- Improve security measures
- Remove combustible storage / waste from combustible structures
- Ensure combustible storage is contained with a secure lid
- Other (state in significant findings Pt 2)

Is lightning a potential problem ? Yes No N/A

- Incorporate measures into your emergency plan
- Other (state in significant findings Pt 2)
-

IDENTIFY PEOPLE AT RISK

Are there any groups of people at increased risk of fire i.e. work in remote areas, lone working, sleeping ? Yes No

- Can they be re-located
- Improve the means for warning them about fire
- Improve the means of escape
- Other (state in significant findings Pt 3)

Are there people present who may be unable to react quickly to a fire due to a safety critical work process ? Yes No

- Introduce appropriate close down procedure
- Improve means of warning / means of escape
- Other (state in significant findings Pt 3)

In the event of a fire, are there people with disabilities who would put them at a disadvantage when evacuating ? Yes No

- Incorporate measures in your emergency plan
- Provide specialist equipment
- If staff are required to assist in evacuation, ensure sufficient numbers and appropriate training
- Other (state in significant findings Pt 3)

Are members of the public likely to be unfamiliar with the escape routes ? Yes No

- Ensure staff are adequately trained to assist with evacuation
- Improve signage
- Other (state in significant findings Pt 3)

Significant Findings Part 3

Note any significant findings from part 3

MEANS OF ESCAPE FROM FIRE

In The event of fire can everyone safely escape from the area ? Yes No

- Ensure existing routes and exits are available and unobstructed
- Provide additional routes and exits
- Provide training for safe evacuation
- Secure reasonable arrangements for disabled people
- Implement routine checks
- Other (state in significant findings Pt 4)

In the event of a fire can everyone turn their backs on the fire and escape to a place of safety ? Yes No

- Provide additional escape routes
- Provide and maintain protected routes
- Other (state in significant findings Pt 4)

Do gates on escape routes open in the direction of travel ? Yes No

- Re-hang in direction of travel
- Other (state in significant findings Pt 4)

Are all exits adequately signed ? Yes No

- Install sufficient signs to enable people to find their way out
- Ensure signs are unobstructed and clearly visible from distance
- Other (state in significant findings Pt 4)

Are all exits adequately illuminated ?

Yes No

- Install emergency lighting
- Other (state in significant findings Pt 4)

Significant Findings Part 4

Note any significant findings from part 4

FIRE FIGHTING AND FIRE WARNING

Are sufficient extinguishers of the appropriate type for the risk and are they located properly ? Yes No

- Provide suitable additional equipment for the risk
- Make visible and unobstructed
- Provide additional signage

Other (state in significant findings Pt 5)

Have sufficient people been trained in the use of fire fighting equipment ? Yes No

- Implement training programme
- Other (state in significant findings Pt 5)

In the event of fire are there suitable arrangements for giving warning ? Yes No

- Expand public address system
- Increase marshals/stewards
- Other (state in significant findings Pt 5)

Significant Findings Part 5

Note any significant findings from part 5

PROCEDURES, ARRANGEMENTS, MAINTENANCE AND TRAINING

Are sufficient person(s) available to assist in implementation of fire safety matters ? Yes No

Are appropriate fire procedures/event management plan in place, recorded and available for relevant persons to read ? Yes No

Are people nominated to respond to fire and assist with evacuation ? Yes No

Are people nominated to respond to fire, trained in the use of extinguishers ? Yes No

Are all extinguishers in use tested in accordance with B.S.5306 Yes No

Are all staff inducted with fire safety training, and records maintained ? Yes No

Are concessionaires made aware of their responsibilities in line with your fire procedures/event management plan ? Yes No

Are concessionaires required to produce a specific fire risk assessment ? Yes No

Do electrical power installations conform to B.S. 7909 Code of practice for Temporary Distribution Systems ? Yes 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

Significant Findings Part 6

Note any significant findings from part 6

9 Security

Most events, although not all, 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.

When assessing the security needs of your event give consideration to the following; venue location, date, operating times, target demographic, planned attendance numbers, fenced or open site etc.

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

More information on security at outdoor events is available in the HSE Event Safety Guide Chapter 6 Crowd Management – Page 51

PLEASE ASSUME NORFOLK POLICE WILL NOT BE ATTENDING YOUR EVENT.

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.

10 Stewarding

In addition to your own organisations staffing requirements you will also need to consider stewarding requirements.

Some key points to consider when developing your plan are: - Your risk assessment will help you identify your requirement

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?

11 Extreme weather

The Event Organiser should acknowledge that extreme (or adverse) weather could have a serious impact on the event either during the 'build up'/'load in', 'event day'/'live event' or 'breakdown'/'load out' phases and it is its responsibility to plan for such an occurrence so as to insure the safety of everyone associated with the event.

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?

The Event Organiser must realise the need to have plans in place to effectively respond to disruptive influences, health and safety incidents and emergencies which might occur at, or impact upon the event along with effective management arrangements to deal with such situations and ensure all those involved with the event understand their specific roles should an incident or emergency occur.

All event staff, volunteers, stewards, security personnel etc. should be fully briefed on emergency situations 'show stop' and evacuation procedures.

12 Contingency Planning

Contingency planning deals with issues around the event site and the ability of the event to take place for health and safety related incidents and emergencies.

Incidents that may require a contingency plan may include severe weather (see Section 13), Communications (see Section 15), disruption to traffic/transport arrangement (see Section 16) etc.

The event risk assessment will be a good starting point for any major incident plan. This will help you focus on areas that will need to be considered.

Areas include:

- the type of event, nature of performers, time of day and duration;
- audience profile including age, previous or expected behaviour, special needs, etc;
- existence or absence of seating;
- geography of the location and venue;
- topography;
- fire/explosion;
- terrorism;
- structural failure;
- crowd surge/collapse;
- disorder;
- lighting or power failure;
- weather, e.g. excessive heat/cold/rain;
- off-site hazards, e.g. industrial plant;
- safety equipment failure such as CCTV and PA system;
- delayed start, curtailment or abandonment of the event.

Have you conducted a risk assessment for the above and what were your findings?

Declaration of a Major Incident and Transfer of Command

The decision to declare an incident, as a 'Major Incident' is that of the Event Safety Management Team and the emergency services. This may include a major emergency off site that has an impact on the event and the emergency services instructing the Event Safety Management Team of the need to implement evacuation of part or the whole event site.

A Major Incident can be declared by any of the Category 1 response organisations – see Civil Contingencies Act 2004 Schedule 1

<http://www.legislation.gov.uk/ukpga/2004/36/schedule/1>

How are you going to hand over control of your event to the Emergency Services. Is there 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?

Further guidance can also be obtained from the HSE Event Safety Guide page 31 Chapter 4 – Major Incident Planning

13 Electricity

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

Temporary electrical installations are subject to the same standards and regulations as permanent electrical installations and must comply with the general requirements of the Electricity at Work Regulations 1989.

Any event that has electrical supply included must have a competent electrician sign-off the installation prior to the event starting.

Further information on electrical installations for events is available upon request or refer to the HSE website for detailed information on electrical safety

<http://www.hse.gov.uk/electricity/index.htm>

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

14 Inflatable play equipment

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 before the Team will grant approval for these to be present at your event. Please include here any inflatable play equipment you intend to have at your event.

Points you will need to address before approval is granted for any piece of inflatable play equipment are:

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

Further guidance on the British Standards and law relating to inflatable play equipment is available on the PIPA Inflatable Play Inspection Scheme website

<http://www.pipa.org.uk/index.asp>

15 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

Further information is available on the HSE website in regards to the ADIPS scheme at <http://www.hse.gov.uk/pubns/etis8.htm>

16 Temporary demountable structures

Will you be using temporary demountable structures at your event?

The use of temporary demountable structures at events is an area that is broad and complex. For a small event it may simply be some market stalls and a marquee. Larger events and festival may include stages, grandstands, lighting towers, gantries, site offices etc. Depending on the scale and types of structure, different authorities will be required to be involved in the approval process. If structures are planned to be in place for extended periods of time then planning permissions may be required. Larger temporary constructions would require independent engineers to sign-off structures before they can be used. So you can see that this is an area that requires careful consideration by the local authority prior to approval.

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 you will follow to ensure all structures are supplied by a competent contractor

Guidance on minimum requirements prior to the Team granting approval for your event based on what temporary structures you intend to bring onto the site:

Have all 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

More information can be found in the 'Temporary Demountable Structures – Guidance on Procurement, Design and Use'

Please also consider the risk of a fire within any Temporary Demountable Structure and how this would be managed.

17 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?

The Authorised Officer may prohibit the use of any animal at the Event which they consider may pose a danger to the public.

Event Holders may use only the animals which are listed on the Event Application form and any updates to that list, which must be submitted to the Authorised Officer for approval at least 7 days before the animals are to be brought to the Site.

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.

The Hirer shall be 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 Hirer shall furthermore at all times abide by the obligations and the duty of care imposed on them by the Animal Welfare Act 2006.

18 Event 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 planning 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, ensuring 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, MC's and information points.

Event communications – Surrounding residents

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

Event communications – Audience at the event

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

More information on event communication can be found in the HSE Event Safety Guide Chapter 5 Communication – page 42

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.

19 Missing children

The event will need to have an agreed procedure for reporting a child missing or found. This may involve Event Control or the event organiser, stewards or police. “Children” includes vulnerable teenagers under 18 years old. A team member with an **enhanced** DBS/CRB/PVG Scheme check will be allocated the responsibility for supervising the lost children service at all times.

Who has been allocated the role of managing lost children.

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

20 Licencing

Temporary Event Notice

Does your event have any of the following:

Recorded Music

Live Music

Alcohol

Late Night Refreshment
(after 2300hrs)

Will you have 499 persons or more at any one time?

Have you applied for a Temporary Event Notice or does the venue have a premises licence that covers your activities.

There are a number of legal requirements for those providing licensing activities. The following aspects must be provided when selling or supplying alcohol.

- Have an Age Verification Policy
- Provide Free water – whether bottled or tap water.

In some circumstances, Norfolk Police may seek a Drugs and Searching Policy.

21 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 you hold public liability insurance to the minimum value of £5 million and that a copy of the policy has been forwarded to the team.

Do you hold copies of all contractors relevant insurance and that copies of such will be provided to the team as well.

22 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.

23 Site plan

A site plan must be submitted for each and every event. As this template has been designed to assist smaller event organisers we do not a site plan to the standard of a larger professional event organiser, however the more accurate and detailed the plan the better.

It will help you execute the site build and production elements of your event.

Your site plan should include the following:

Placement of all temporary structures	Emergency exits and assembly points
All other site infrastructure	First aid points
Any fencing or barriers	Information point
Generator or power sources	Lost children's point
Power supply runs (cables)	Vehicle entry points

Entry and exit points

Any event décor, i.e. flags, banners etc

Be aware that you may want to create two versions of a site plan, one that you would use at the site on the day to provide event participants with information and another version that is purely for your management team.

Accurate site plans are very helpful when you are doing the site build as you are able to clearly direct people when they arrive on-site to their correct position.

Site plans are also a useful tool in the event design process as you can plan how people will enter the site, how people will interact with the site and how people will move about the site.

Attach or insert site plan here

24 Toilets

You are required to provide adequate toilets facilities for you event attendees, staff and contractors.

The HSE guidelines for toilets numbers are provided below. More information on Sanitary Facilities at your event can be found in the HSE Event Safety Guide – Chapter 14 page 88. Be conscious that you will need to provide disabled facilities and separate sanitary facilities for caterers.

For events with a gate opening time of less than 6 hours duration	
1 toilet per 120 females	1 toilet per 600 males + 1 urinal per 175 males
For events with a gate opening time of 6 hours or more	
1 toilet per 100 females	1 toilet per 500 males + 1 urinal per 150 males

Please outline here your planned toilet provisions for your event based on your expected numbers and gender split.

Female toilets to be provided

Male toilets to be provided

25 Vehicles on site

Points to consider when developing your vehicles on site policy: - As part of your emergency planning (and included on your site plan) you should have clearly marked emergency vehicle access.

Ideally this should be a sterile route however this may not always be possible and you therefore need a procedure in place for the safe entry and exit of emergency vehicles.

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

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.

26 Traffic, transport and parking

Many smaller community events will have limited impact on traffic and parking, however it is still important that you give this consideration when planning your event. Larger events can have significant impacts on local traffic and transport and will require extensive risk assessments and detailed plans dealing specifically with traffic and transport. It is important that through your risk assessment you consider traffic, transport and parking no matter what scale your event is.

Points to consider when developing your plans:

- How will your target audience travel to your event?
- Consider the various transport links around the event site, and how these can be promoted to your audience as a way to get to your event.
- Are you proposing any road closures? If so the team can provide the correct contacts to apply for a road closure, be aware that road closures require a minimum of 6 weeks lead time and in all cases the more notice provided the better.

What is the estimated number of vehicles attending?

Is a Signage plan required?

When will they be arriving and leaving, what routes will they be signed to take on arrival

and departure?

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 into and out of the car parks.

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

If yes, please state the restriction.

Please note: Norfolk Highways may insist on a speed reduction for safety purposes

27 Environmental

It has never been more important for event organisers to put in place plans to minimise their environmental impact.

The Team will not approve any event unless the following headings regarding the environment are addressed.

Recycling

It is essential that your event has a recycling plan in place and that it is carried out. For small community events this could be as simple as labelling some bins to encourage people to separate their waste into a range of categories and then making sure that these are taken away at the end of the event.

Larger events will need to demonstrate that they have a sound recycling strategy in place or are employing a professional recycling organisation to manage recycling on the day.

Points for consideration:

- Make sure your concessions and food suppliers have appropriate policies and procedures in place in regards to providing biodegradable containers and systems for the disposal of dirty water, cooking oil etc
- Think through how you will encourage people to place the appropriate waste into the correct receptacle. Contaminated recyclable materials could mean that the materials need to be sent to landfill
- How will you keep the site clear of waste? Will this be the remit of stewards or volunteers?

Please document your recycle plans here.

28 Noise

All residential areas in close proximity and it is therefore essential that the team and the Environmental Health are fully aware of any event elements that may cause noise issues.

The most obvious elements that have the potential to cause noise pollution issues are live music stages, fun fairs and public address systems.

It is therefore essential that you contact the noise service to discuss your plans and get agreement on noise levels at identified sites surrounding your event.

No event that has the potential to cause noise nuisance will be granted approval until confirmation has been received from the Environmental Health that they are happy with your plans.

Points to consider: - Selection of location for your event - Larger events that have a music stage will always have to employ a professional sound engineer and they must liaise with the Environmental Health to establish agreed sound levels –

29 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.

30 Evacuation Time

The maximum escape time for open-air events can vary dependant on various factors, including the size of the venue, whether full or partial evacuation is employed, etc. This is normally between five and 10 minutes.

These times depend largely on the level of fire risk present, with the figure of five minutes suggested for higher-risk events, and a longer period for lower fire-risk events.

The escape times for individual structures should be based on between 2 and 3 minutes dependant on risk

31 Rendezvous points

We recommend 3 RV points are identified, the most appropriate RV point will be used dependent upon the location of the incident.

Where is the primary RV 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?

32 Contingency plan

The advice of the Safety Advisory Group is to consider a back up plan. Running events can be very unpredictable and important considerations missed. Working through the Event Management Plan will help organisers understand the responsibilities in running events. During the planning of any event, always consider any potential risks and how they can be reduced.

Some of these factors could be out of control of the organiser such as fire at a premises nearby or a road closure due to a serious car accident. These factors need to be considered and documented should an incident occur.

33 Attachments

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