**Event Management Plan Structure**

Further detailed guidance is available through the Purple Guide website for a subscripton of £25 at [www.thepurpleguide.co.uk](http://www.thepurpleguide.co.uk)

**1 Introduction**

What event are you putting on

Who is involved in the event

Statement acknowledging the Event Management Plan has been prepared to demonstrate the organiser’s commitment to ensure the health, safety and welfare of those who are involved in and attending the event

**2 Summary of event**

Summary of event

Date and time,

Location

How many people do you expect?

What sort of audience – adults/children/teenagers etc.?

What sort of behaviour – alcohol/music etc.?

Will you have food traders? (They may require a Street Trading License (1 months notice), or a Temporary Event Notice (10 days notice) from EDDC)

Are you providing and special activities, bouncy castle/performance/guest/fireworks etc.?

Do you need a road closure/traffic restrictions? (Devon County Council require 3 months notice for any application, <https://new.devon.gov.uk/roadsandtransport/make-a-request/temporary-traffic-restrictions>)

**3 Command structure**

**Event Organiser** – *ultimate responsibility for the event organisation rests with..*.

**Event Manager** - These are typical roles that need to be filled in the

**Safety Advisor** – organisation of a medium sized event which includes

**Site Manager** – traders and road closures/significant car parking

**Trader Manager** –provision. You may need entertainment managers,

**Chief Steward** – special effects co-ordinators, security/safeguarding,

**Traffic Manager** – or other help depending on the event programme.

**First Aid Coordinator** -

Several of these roles may be carried out by one person.

**4 Roles and responsibilities**

**Event Organiser** – Ultimate responsibility for the safe running of the event. Establishes the strategic policies that the event operates under and coordinates resources.

If duties delegated, state what and to whom

**Event Manager** - Command over the entirety of the event.

If duties delegated, state what and to whom

**Safety Advisor** – Usually responsible for advising Event Organiser/Manager on management of the event to ensure appropriate safety measures are taken.

Who, how qualified/experienced, when available?

**Site Manager** – Physical management of the site.

* Before the event, list duties – planning use of and preparing site, engaging contractors, checking method statements etc
* On the day of the event, list duties – ensuring site used as planned
* After the event, list duties – clearing and returning site to use

**Trader Manager** – Liaising with traders.

* Before the event, ensure traders complete the relevant paperwork (risk assessments, safety/training certificates, TENS/Street Trading applications, insurance etc), make traders aware of the rules and procedures that will apply to the event.
* During the event, check traders have what they need, comply with the standards expected and act as trader liaison with site and event managers.

**Chief Steward** - Management of the Stewards.

* Before the event, decide on how many and where Stewards will be placed, ensure training and information provided and any necessary PPE.
* During the event, check Stewards providing service and take welfare breaks.
* After the event, hold a debriefing to learn lessons from the event.

**Traffic Manager** – Creating the Traffic Management Plan

* Before the event, apply for Temporary Traffic Restriction Orders and Road Closures. Decide how many and where Traffic Marshalls placed, ensure they receive training and information on the procedures and any necessary PPE. Arrange pre-event signage of any road closures and restrictions.
* During the event, ensure signage and barriers installed, that the Marshalls provide the service expected and take welfare breaks as necessary.
* After the event, hold a debriefing meeting to learn lessons from the event.

**First Aid Coordinator** – Ensuring suitable level of first aid provision. (May also consider safeguarding provisions for children and vulnerable people)

* Before the event, engage a suitable first aid provider and ensure they have the facilities they require.
* During the event, check providing the service expected. Ensure any trends that become apparent during the event are notified to the Safety Advisor/Event Manager as soon as possible.
* After the event, hold a debriefing meeting to learn lessons from the event.

**5 Event schedule** (Set down clearly who does what, and when.)

Pre event

Road closure, barrier erection, build, load in

Provision of equipment, electrical rigging, siting of first aid hub, signage, parking provision, staff training

Event

Site management, crowd management, performer management, incident management, facilities management and support services

Post Event

Public clearance, load out, breakdown, barrier removal, road opening, waste collection, receive debriefs

**6 Event Control**

Event Control – where, who is in it, what facilities, opens, closes, contact details?

**7 Site considerations**

Site plan, description of site.

Layout – maps showing site layout, transport routes, storage areas, car parking provision, welfare facilities etc.

Temporary structures – marquees/stages/inflatables

Fire safety

Electrical safety

Gas safety

Car parking

Security

**8 Crowd management**

Crowd make up

Entrances and exits

Safety Barriers

Signage

Capacity management

9 Stewards

How many, who, training, DBS checks.

Steward organisation

Steward duties

Steward training

Steward welfare

**10 First aid provision**

**Nearest Minor Injuries Unit:**

**Nearest A&E:**

How many first aiders, where based, communications, welfare, clinical waste management, trend identification and report?

11 Welfare facilities

Sanitary facilities – numbers ni line with Purple Guide, provision and restocking

Drinking water

Lost children – where to meet, how to alert stewards, where to hold child, procedure for returning to parent

Anti-social behaviour

**12 Communications**

Phone/radio use

Mobile phones – not to be relied upon as in emergency signal will go

PA system?

Landline at event control

Pre event briefings

Emergency announcements

13 Trader issues

Pre event documentation – food hygiene training/gas safety certificates/Food Hygiene Rating Scheme score (minimum of 3)/risk assessments

Vehicle safety – movement restrictions before, during and after event

Alcohol licensing

Water supply

Power provision (discourage petrol generators)

LPG storage and use

Waste disposal for traders

Waste water disposal

It is sensible to submit a list of food traders to the Environmental Health Team before the event for advice

14 Traffic Plan

Vehicle movements on site – restrictions on movement, provision for emergency vehicles

Traffic Management Plan

Detailed advice on completing a traffic management plan at <http://www.devon.gov.uk/setrafficmanagementplanguidance-2.pdf>

How many people, how are they likely to travel to the event

Plan of local road network, ingress and exit routes

Map of road closure, show signage points, diversion routes, and stewarding positions

Car parking details and capacities. Overflow parking/park and ride

Public transport information, include waking and cycling routes

TTRO road closures, clearways, one way routes, parking suspension

Car parking – marshals – how many, where, welfare issues/requirements, no interaction near highway, segregation from pedestrians, signage, weather issues

Emergency vehicle routes

15 Incident / Emergency Control

General procedures – informing event control

Who determines appropriate course of action

Logging arrangements

Alerting staff to heightened state of readiness

Handover of control if necessary

Evacuation procedures

Access for emergency vehicles

Weather contingency – heat/wet/wind

Terrorist precautions/bomb threats

16 Waste management

Cleansing facilities and staff

Public areas

Toilets

Waste disposal from site

**17 Other Issues that need detailing**

Camping?

Private water supply?

Entertainment?

Fireworks?

Site structure, marquees, bouncy castles etc?

**18 Contacts list**

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| **Role**  | **Name** | **Lan Landline** | **Mo Mobile** |
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**19 Review**

A debrief will be held on ….

**20 Risk assessments**

**General risk assessment** covering the site hazards, crowd hazards, vehicle hazards etc

**Specific risks** such as fireworks, bouncy castles, animal petting/contact, water activities etc

**Fire risk assessment**

**Weather contingency, heat, wind, rain**