|  |  |
| --- | --- |
| Event Management Plan |  |

Please type your answers into the boxes.

To tick a tick-box, double-click on the box and select “checked”.

If any section does not apply to your event, please write “n/a” in the box.

**Event Organiser Details**

**1.1 Event Itinerary**

|  |
| --- |
| **Please provide timings of your event, including set up and break down timings.** |
| **Date / Time** | **Action** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**1.2 Programme of Events**

|  |
| --- |
| **Please provide your programme of activities and the timings for the day, including any performances (*e.g. the start and finish times of any musical performances*)** |
| **Time** | **Activity** |
|  |  |
|  |  |
|  |  |
|  |  |

**1.3 Event Management**

**Roles and Responsibilities on Event Day (s)**

|  |
| --- |
| **Please provide a brief description of the roles of event staff and their main responsibilities.****There may be other roles that are not listed here that are applicable to your event.** ***Please note: the role of stewards is covered in Section 2.13 so there is no need to complete the role of stewards in this section*** |
| **Role** | **Name** | **Responsibilities** |
| **Event Organiser**  |  |  |
| **Event Manager** |  |  |
| **Site Manager** |  |  |
| **Health & Safety Officer** |  |  |
| **Arena / Stage Manager** |  |  |
| **Steward Coordinator**  |  |  |
| **Press and PR Co-ordinator** |  |  |
| **Other** |  |  |

**1.4 Crowd Management**

|  |
| --- |
| **Please provide details on how you will manage the crowd at your event***Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section* |
| **Is your event ticketed? If yes, what arrangements are in place for this?** |
|  |
| **How will you manage capacity at your event?** |
|  |
| **How will you manage the access and egress of the crowd?** |
|  |

**1.5 Advertising**

|  |
| --- |
| **How and where do you plan to advertise your event?** |
|  |
| **Will the media be in attendance and if so how will you handle them?** |
|  |

**2.** **Site Management**

**2.1 Contractor Management**

|  |
| --- |
| **Please provide details of any contractors that will be involved with your event***Please ensure that you check their safety documentation*  |
| **Company** | **What are they providing/doing?** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**2.2 Traders**

|  |
| --- |
| **Please provide details of any traders/commercial traders and charity stalls that will be at your event** |
| **Name of Organisation**  | **Concession Type** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Sale of Alcohol** **If you are selling alcohol at your event, how are you managing this?**  |
|  |
| **Catering Requirements (Food, drink, water)****For each catering supplier/food stall that you have attending your event, please provide the following information:*** **Name of Business**
* **Address of Business**
* **Contact telephone number**
* **Name of local authority that they are registered with**
 |
|  |

**2.3 Fencing** **and/or barriers**

|  |
| --- |
| **Please tell us if you plan to use any fencing and or barriers at your event including the type and their location***Please ensure that you check any safety documentation of contractors that you hire.* |
|  |

**2.4 Electricity****, Water, Gas Supply and Generators**

|  |
| --- |
| **Please tell us if you plan to use electricity, water, gas supply or other flammable liquids at your event. If so, please tell us where these will be sourced and the processes in place to manage these.** **Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids.** *Please ensure that you check any safety documentation of contractors that you hire.* |
|  |

**2.5 Temporary Structures**

|  |
| --- |
| **Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, staging***Please ensure that you check any safety documentation of contractors that you hire.* |
|  |

**2.6 Fire Safety**

|  |
| --- |
| **Please ensure that you have considered aspects related to fire safety at your event and provide detail here***Please ensure that you check any safety documentation of contractors that you hire.* |
|  |

**2.7 Licensable Activities**

|  |
| --- |
| ***Licensable activities at your event such as the sale and supply of alcohol, the provision of late night refreshments to the public and regulated entertainment may require a Temporary Event Notice (TEN) or a Premises License.*** *PLEASE NOTE – Canterbury City Council no longer allows event organisers to use any licenses it holds for its land.* |

**2.8 Musical Entertainment**

|  |
| --- |
| **Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you plan to manage noise disturbance and potential complaints.***Important notes:** *If you have live music, you may require a license;*
* *It is your responsibility to inform the Performing Rights Society (*[*www.prsformusic.com*](http://www.prsformusic.com)*) if you are having live music at your event;*
* *Please ensure that you check any safety documentation of contractors that you hire.*
 |
|  |

**2.9 Attractions**

|  |
| --- |
| **Please provide details of any attractions that will be at your event e.g. inflatables, funfair/ rides, fireworks****For these attractions make sure that you see a copy of the provider’s public liability insurance, risk assessment and method statement. For rides we will also need the name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme)***Please ensure that you check any safety documentation of contractors that you hire.* |
| **Name, address and telephone number of organisation**  | **Attraction and ADIPS number if applicable**  |
|  |  |
|  |  |
|  |  |
|  |  |

**2.10 Medical and First Aid Cover**

|  |
| --- |
| **Please provide details of the medical provider and resources that you have arranged to be at your event, including their location (i.e. number of first aiders, doctors, ambulances etc.)** |
|  |

**2.11 Public Health and Welfare**

|  |
| --- |
| **Toilet FacilitiesPlease provide details of sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance. Please bear in mind the opening times of public facilities.** *There will be a charge if toilets are required outside normal opening times or extra cleans are required. If inadequate provisions are available this can lead to a risk of a disruption to public order and safety.*  |
|  |
| **Waste Disposal****Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As you the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor.** *The local authority is not responsible for arranging waste disposal at your event.* |
|  |
| **Noise Management** **Please provide details of the arrangements made for minimising noise disruption at your event, particularly if you are having live, amplified music.**  |
|  |

**2.12 Accessibility**

|  |
| --- |
| **Please tell us how you have made your event accessible and provide details here. e.g. accessible toilets provided, accessible parking, ramped access** |
|  |

**2.13 Steward** **and Marshal Management**

|  |
| --- |
| **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 so, what will their role be?**  |
|  |
| **How will your stewards be trained?** |
|  |
| **When will your stewards be briefed?***Please provide a copy of the information that will be given to Stewards (briefing document)* |
|  |
| **How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?**  |
|  |

**3. Incident Management**

|  |
| --- |
| ***Do not assume that the emergency services will attend your event other than in an emergency. Your event must be managed without the support of the emergency services, even if they have agreed to attend as they may be called away to an emergency elsewhere. Do not refer to Kent Police throughout this document. They cannot provide support to any element of your event other than in an emergency and even in this instance their first port of call would be your contingency plans.***  |

**3.1 Welfare of Children**

|  |
| --- |
| **Please provide details of how you would deal with a lost or found child or vulnerable person at your event. Please include the following:*** **What is your procedure?**
* **Who is the designated person in charge of this?**
* **Where is the rendezvous point?**
* **How will announcements be made?**
 |
|  |

**3.2 Incident Reporting and Investigation**

|  |
| --- |
| **Please provide details of the system you have in place for reporting and recording accidents and incidents at your event**  |
|  |

**3.3 Communication with the Public**

|  |
| --- |
| **Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency.** **It is advisable to have emergency messages scripted before the event for use on the day.**  |
|  |

**3.4 Emergency Plans**

|  |
| --- |
| ***It is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to Kent Police. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.*** ***It is important that you set out your procedures carefully and brief all event staff, contractors and volunteers so that they are clear and widely understood.*** ***In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.***  |

|  |
| --- |
| **Please provide details of your emergency plan for the event**  |
| **It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the ‘what if’s’ at your event (i.e. contingency planning). What are your contingency plans for situations, such as:****Need for evacuation, fire, power failure, collapse of a temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, key location becomes unavailable, cancellation prior to or during?*****This is not an exhaustive list and the specific nature of your event will suggest others.***  |
|  |
| **At your event, who will be responsible for determining that an incident is now 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 would you evacuate your event? What steps would you take?**  |
|  |
| **How will you communicate the evacuation instruction to your audience?** |
|  |
| **Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)** |
|  |

**4.** **Traffic Management**

**4.1 Traffic Management**

|  |
| --- |
| **Is your event taking place on or off the Highway?** |
| [ ]  On the Highway [ ]  Off the Highway |
| **What is the best route for traffic to take in order to get to your event? How will this be communicated?** |
|  |
| **What is the best and safest route for traffic to exit your event? How will this be communicated?** |
|  |
| **In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Please include information about how they will cross open roads safely.** |
|  |
| **What have you done to liaise with and inform local residents and businesses about the impact to local roads?**  |
|  |
| **Can people enter your event without causing an obstruction on the road?** |
|  |
| **How have you considered the impact that your event will have on public transport? Have you informed your local bus/rail/taxi company?**  |
|  |
| **Are you requesting any parking suspensions as part of your event?****If yes, please complete the information below.** **If you do not include all of this information your request cannot be considered.**  |
| **Location (street name / parking bays / car park)**  |  |
| **Number of spaces**  |  |
| **Intended use for the parking spaces** |  |
| **Start time of suspension** |  |
| **End time of suspension** |  |
| **If you are providing off-road parking, please complete the information below:** **Please note: any parking areas must be stewarded at all times. You may be asked to provide a parking plan.**  |
| **Location** |  |
| **Number of spaces** |  |
| **How will the area be managed?**  |  |
| **If the answer to either of the above is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.** |
|  |

**Appendices**

**i. Site Map**

Please provide a site map of your event site

**ii. Risk Assessment**

Please complete an event specific risk assessment including a fire risk assessment

**iii. Public Liability Insurance**

Please provide a copy of your public liability insurance certificate (for a minimum of £5 million)