Thurrock Council
Event management plan (EMP) template

How to use this template

This event management plan (EMP) template has been created to help event organisers develop their own event management plan. Use of this template as a guide will help organisers make sure all safety aspects have been considered.

The template has been designed to cover all types of events, from small fêtes with fewer than 500 people in attendance, up to large music festivals with over 10,000 attendees. This means some parts of the template may not be relevant to your event. In these parts, answer "not applicable".

Guidance notes are included in each section to show the issues you should consider. You may attach extra details, where relevant, if they are not covered by the headings in this template.

This template is designed to be used alongside other national guidance – in particular, from:

- 'The Purple Guide', for all aspects of event management and planning – it can be viewed or downloaded for a small subscription fee at www.thepurpleguide.co.uk

- Health and Safety Executive – go to www.hse.gov.uk/event-safety/running.htm

For events involving 500 to 10,000 people, you should give a minimum of 3 months' notice, but we ask you to contact us at least 6 months before the event.

For events with more than 10,000 people, you should give a minimum of 6 months' notice, but we ask you to contact us at least 12 months before the event.

When you have completed your EMP, we recommend you re-read it carefully. You may also find it helpful to ask that it be checked by a person who has not seen the plan before.

Your completed EMP should then be sent by email to Thurrock's Safety Advisory Group (SAG), at sag@thurrock.gov.uk

Following submission of your EMP, you may be invited to attend a meeting of the SAG to discuss the event and answer any additional questions that we, or the emergency services, or may have.

For further information or advice when with completing this template, phone 01375 652 879 or email sag@thurrock.gov.uk

How we will use your information

We will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud. To find out more, go to thurrock.gov.uk/privacy. Get free internet access at libraries and community hubs.

Event management plan

Event name	
Event location	
Event date	
Organisation	
Version number	
Document last updated	

Contents

1. Event management

1.1. Event overview

Event description

Summary – think how you would describe your event to someone who knows nothing about it.

Location

Detailed location, including all relevant local authority areas, and the closest major roads.

Description of the site and surrounding area

Give a general description and links to plan in the Appendix.

Dates and duration

Include details of the build-up and breakdown schedule as well as the event itself.

Entrance and exit points

Enter details of how the public and vehicles enter and exit the site.

Expected capacity

Provide expected attendance figures – for an all-day or multiple-day event, this should include maximum expected or permitted attendance, as well as the maximum at any one time.

Audience profile

This is important for establishing appropriate control measures for crowd management.

Event organisers

Who are the event organisers and what relevant experience / qualifications do they have?

1.2. Key event management contacts

Complete the following table with the names, roles, responsibilities, and contact details of the key people involved in organising your event. Add more lines if necessary.

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, other people will have key tasks and responsibilities allocated to them but will report to the event organiser.

Name	Role	Responsibility	Contact details – email, mobile and radio channel, if radio allocated
	Event organiser	Overall responsibility	
	Production	All event infrastructure, ordering, delivery timings, and so on	
	Volunteer coordinator	Volunteer recruitment, training, and event day management	
	Steward coordinator	Recruitment, training, and event day management	
	Health and safety coordinator	Risk assessments, legal compliance, fire points, site inspections, first aid provision	
	Welfare	Toilets and washing facilities	
	Waste management	Organisation of waste clearance and recycling	
	Security	Guarding against damage, theft, unauthorised access, outbreaks of disorder	

1.3. Event contractor contacts – other

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

As event organiser, you should collate the details of all people that will have some involvement with your event. This could be event suppliers, stallholders, emergency contacts, council contacts, and so on.

While it is not necessary for the council to have this list, it is important to create a comprehensive list for your own use. This helps with your event planning and event management on the day.

Suppliers (marquees, catering, lighting, electrical, amusements, etc)				
Company	Contact name	Service provided	Contact details – email, mobile	Notes

Authorities – fire, police, first aid, council, and so on				
Organisation	Contact name	Phone number	Email	Notes

Attractions, artists and entertainment				
Company	Contact name	Service provided, including famous or celebrity acts, performing or in attendance	Contact details – email, mobile	Notes

1.4. Organisational structure

The organisational structure will help everyone involved with your event to understand who is responsible for what. It is also an essential part of your emergency response planning. If there is an incident, your staff and the emergency services will need to know who is in charge.

The example below is a very simple structure. Make sure your organisational structure shows the levels of command and how things will be communicated up and down these levels. Please remember to delete the content in the structure chart below and add your own text that you think applies to your own event.

Create a simple organisational structure using the table below – delete the example content and add text that applies to your own event.

Organisation structure					
Emergency services – Police, Fire, Ambulance					
		Event Organiser			
Security manager	**Safety manager**	**Production manager**	**Artist manager**	**Volunteer manager**	
Security staff		Production staff	Stage manager	Volunteers	
Stewards		Crew	Stage crew		

1.5. Programme and production schedule

Complete the table below with your production schedules.

It is 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 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. A simple production schedule that can be used is provided below with an example in each.

Schedule – Prior to event day							
Date	**Task**	**Start**	**Finish**	**Who**	**Notes**	**In hand**	**Complete**

Schedule – Event day							
Date	**Task**	**Start**	**Finish**	**Who**	**Notes**	**In hand**	**Complete**

Schedule – Post event							
Date	Task	Start	Finish	Who	Notes	In hand	Complete

1.6. Event / Entertainment programme

Use the table below as a template to develop a run sheet for your event – delete the example contents and add text that applies to your own event.

A run sheet is a useful tool when your event has multiple activities occurring across the day at different locations within the event site. For example, you may have a stage, an arena area and walkabout entertainment.

It's important you programme all the activities in a sensible and logical manner to make the event flow for your audience. For example, you could programme an arena act to start shortly after a stage act has finished. This gives time for a stage change-over without a total absence of entertainment to keep your audience entertained.

Run sheets can be as detailed as seconds for a stage production. However, for smaller outdoor events, increments of between 5 and 15 minutes usually works well.

An example of a basic run sheet is provided below. Please detail here the types of entertainment which are planned for your event, including the times and locations.

Remember – often a separate stage run sheet should be developed in minute increments, as this helps to ensure a professional and seamless stage programme is presented.

Stage and arena programme							
	Act / event	Act / event	Act / event	Act / event	Act / event	Act / event	Other
Time	Stage programme	Arena programme	Face painter	Dog show	Street parade	Music stage	other
12:00	Opening		Face painter				
12:05							
12:10							
12:15	Changeover	Cooking demo			Street parade		
12:20				Dog show			
12:25							
12:30	Dance performance					1st band xxxxxx	

12:35							
12:40							
12:45							
12:50							
12:55							
13:00							

2. Licensing

Events that have licensable activities will require either a premises licence or temporary event notice (TEN). Licensable activities include the sale of alcohol, late night refreshments or regulated entertainment – that is, entertainment provided to an audience for the purposes of entertaining them, such as a play, sporting event, live music, recorded music, and so on.

For more information on licensing at events, go to www.thurrock.gov.uk/licensing

If you are planning an event with market stalls for buying or selling, you may require a licence. For more information, go to www.thurrock.gov.uk/street-trading-consent

List any licence details below.

Premises Licence details	
Temporary Event Notice (TEN) details	
Type of entertainment provided	
Is alcohol being sold or supplied?	
If your event will include market stalls, please provide details	

3. Health and safety

The Health and Safety at Work Act 1974 is the primary piece of legislation that covers health and safety at work. Even if you are a community organisation with no employees, you are responsible for ensuring your event and any contractors are operating legally and safely. For more on the Act, go to the Health and Safety Executive (HSE) website at www.hse.gov.uk/legislation/hswa.htm

It is essential you address the following points and take all reasonably practical steps for ensuring your event is safe and complies with all health and safety law and guidelines.

As event organiser, you must appoint a competent person or people to help you meet your health and safety legal duties. This can be yourself, an employee or someone outside your business.

Whoever you appoint, they should have the necessary skills, knowledge and experience to be able to recognise hazards during the setting up, breaking down and attendance at the event. They should help you put the necessary controls in place for each phase of the event to protect people from harm.

For more information about appointing a competent person, please refer to the Health and Safety Executive (HSE) guidance at www.hse.gov.uk/simple-health-safety/gettinghelp

3.1. Risk assessments and management

Provide a copy of your completed risk assessment – you should attach this to the Appendix.

The risk assessment process in not optional – it is an absolute necessity when planning an event. This template has links to useful guidance that will lead you through the risk assessment process.

It is important that a risk assessment is not treated as something you do simply 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 on, constantly monitored, adjusted as necessary, and shared widely with internal and external stakeholders.

The first step in the process is to develop a risk register. You should 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 or alternatively, have it as a separate document.

Refer to The Purple Guide for more information on risk assessment and management. You can also refer to Health and Safety Executive (HSE) guidance on managing risks and risk assessment at work – www.hse.gov.uk/simple-health-safety/risk

3.2. Risk assessments – other contractors

Your contractors could include a fun fair ride, face painter, walkabout performer, electrical and lighting or marquee installation. Remember that you as the event organiser hold ultimate responsibility for any element of the event you contract in.

List all contractors associated with your event – you will need copies of their risk assessments.

3.3. Crowd management

You should liaise with external bodies or organisations, such as the council, emergency services and the police, who could be involved in crowd management at an event.

In addition, you will need a crowd management plan, which forms an essential part of the event management plan. It should be prepared by a competent person appointed to co-ordinate or manage security and/or crowd management and/or safety.

The crowd management plan must detail some basic requirements, such as:

- the findings of the site inspection
- the recommended numbers and types of stewards
- methods of working, including communications
- chains of command
- audience profile

- crowd risk assessment
- methods of ingress and egress
- contingency planning
- emergency procedures

More information on crowd management is available in The Purple Guide and on the Health and Safety Executive (HSE) website at www.hse.gov.uk/event-safety/crowd-management.htm

Please provide a copy of your crowd management plan – you can attach this to the Appendix.

Please also provide the following details.

Admission policy	
Audience capacity and crowd dynamics	
Search Policy	
Entry and exit points	
Barrier type and location	
Ticketed event	

3.4. Security

Most events, although not all, will require some professional security. The main purpose of security and stewarding is crowd control and monitoring. Your risk assessment will identify your security requirements.

Security or stewarding will also be needed for the following types of duties. These should be considered when conducting your risk assessment:

- searching at entrances
- badge checking
- rapid response
- emergency evacuation
- controlling and directing the public, as required
- monitoring fire exits
- monitoring fire equipment

When assessing the security needs of your event, consider the following:

- venue location
- date
- operating times
- target demographic
- planned attendance numbers
- the potential for prohibited substances to brought into the event
- the potential for weapons to brought into the event
- fenced or open site

Security at events must be Security Industry Authority (SIA) registered. For advice on choosing an SIA approved contractor, go to www.gov.uk/guidance/choosing-an-sia-approved-contractor

Document your security plan below or provide a copy of your security plan in the Appendix.

3.5. Stewarding

In addition to your own organisation's staffing requirements, you will also need to consider stewarding requirements.

Document your stewarding plan below or provide a copy of your stewarding plan in the Appendix.

Some key points to consider when developing your stewarding plan are:

- your risk assessment will help you identify your requirements
- stewards and volunteers will require training and briefings to ensure they are fully aware of their duties and responsibilities
- you must ensure that you develop a communications plan for all staff, including stewards and volunteers, as they need to understand how they can cascade information or report incidents during the event
- venue location
- date
- operating times
- target demographic
- planned attendance numbers
- fenced or open site

3.6. Counter terrorism

Your emergency procedure should consider potential counter terrorism threats. This should be in proportion to the level of risk presented by your event activities.

Guidance can be obtained from The Purple Guide and The National Counter Terrorism Security Office – www.gov.uk/government/organisations/national-counter-terrorism-security-office – who have produced specific advice to help mitigate the threat of a terrorist attack in crowded places.

Document here any areas of particular concern here. Make sure any good practice measures are included in your emergency procedures.

3.7. Barriers

Barriers at events serve several purposes. They:

- help manage and influence the behaviour of crowds, to line routes and to prevent visitors climbing on top of temporary structures and putting themselves at risk of falling
- relieve and prevent overcrowding and the build-up of audience pressure
- provide physical security, as in the case of a high-perimeter fence at an outdoor event
- shield hazards from people

If you decide to use barriers and fencing as a crowd management tool, they should be risk assessed and integrated into your crowd management plan. You should also detail where barriers are to be used on your site plan.

Depending on the complexity of the risk and barriers, you may need to seek advice from a competent person. It is crucial that the type of barrier and fence you choose does not present greater risks than those they are intended to control. In some cases, barriers have failed due to incorrect selection.

You can obtain further guidance from The Purple Guide and the Health and Safety Executive (HSE) website at www.hse.gov.uk/event-safety/using-barriers.htm

Provide details of where barriers are to be used, including the following.

Type of barriers to be used	
Number to be used	
Company supplying and installing them	

3.8. Management of attendee numbers

Provide details here of how the number of attendees at your event are to be monitored and controlled – for example, ticketed event, monitored entrances and exits, and so on.

3.9. Emergency procedures and planning

You must document your procedures for fire, raising the alarm, initial emergency response, site evacuation, communicating with your audience in an emergency, summoning and liaising with the emergency services, who will make decisions, show stop procedures, and so on.

Your risk assessment should help you document your procedures. Think about what you will do if a fire or other emergency occurs:

- where on the site will you evacuate people?
- how will you communicate this instruction to your audience?
- who will take responsibility for these decisions?
- what systems do you have in place to contact emergency services?

It is important you communicate your emergency procedures with all your event staff, contractors and volunteers, as well as making the emergency services aware of your event. Emergency procedures will always include definitions – that is, when does an incident become major and therefore the management of the incident is handed over to the police.

Further guidance can be obtained from The Purple Guide.

Document here the emergency procedures you will have in place for your event or provide a separate copy of your emergency procedures in the Appendix.

3.10. First aid and medical cover

The Purple Guide provides guidance to help you establish your first aid, medical and ambulance requirements.

First aid and medical staff should never be asked to undertake a dual-role – for example, stewards being classed as first aiders. Also, first aid staff should not be expected to have responsibility for, or share a location with, lost children or any other non-medical welfare service.

You should identify where each first aid point is located on your site, and you should include this on your site plan.

> Please outline here the approach to first aid and medical cover, and the main issues identified. The full first aid and medical plan should be attached in the Appendix.

3.11. Electricity

All electrical equipment, generators and installations, even temporary ones, must comply with the general requirements of the Electricity at Work Regulations 1989 and should be installed and maintained in accordance with the relevant British Standards.

Where an event has an electrical supply, the event organiser must appoint a competent electrician to sign-off the installation prior to the event starting.

Further information on electrical safety is available in The Purple Guide and on the Health and Safety Executive (HSE) website at www.hse.gov.uk/event-safety/electrical-safety.htm and www.hse.gov.uk/pubns/gs50.htm

> If you are including electrical supply as part of your event, please set-out the details here. Include how temporary electrical systems will be provided to the site and details of any generators, lighting and emergency lighting that will be used.

3.12. Fire safety

You must include the risk of fire in your event risk assessment.

Make sure you have addressed the key areas of the fire risk assessment process. You must:

- identify potential ignition and fuel sources, such as liquid petroleum gas (LPG), generators, flammable materials, smoking, electricity, naked flames, barbeques, bonfires, fireworks, and so on
- 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 detection and warning, raising the alarm, firefighting, escape routes, signs and notices, lighting, maintenance
- ensure emergency access
- ensure water provision
- record significant findings and action taken

- inform and instruct relevant people, provide training
- keep the assessment under review and revise it where necessary

> Confirm here that you have addressed fire risks in your event risk assessment. Alternatively, you can produce a separate fire risk assessment which should be attached to the Appendix.

Useful resources for fire safety planning include:

- The Purple Guide
- Health and Safety Executive (HSE) – www.hse.gov.uk/event-safety/fire-safety.htm
- government guidance on fire safety risk assessments for open-air events and venues – www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues
- government guidance on fire safety risk assessments for small and medium places of assembly – www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly
- Essex County Fire and Rescue Service guidance on fire risk assessments – www.essex-fire.gov.uk/Business_Safety/Fire_Safety_Order_05Fire_Risk_Assessment

3.13. Amusements and attractions

If you plan to have amusements and attractions such as bouncy castles, inflatables, rides or a fun fair at your event, you must carry out a number of checks and collect a range of documentation well before the event. Documents must be made available for inspection prior to and at the event.

Event organisers must maintain the overall safety of any amusement or attraction to ensure the safety of those using them. Where you have contracted someone else to provide amusements, you must make sure they are competent and adequately resourced to do this.

Inflatable play equipment

You will need to make sure you have addressed the following at least one month before the event:

- is the Controller – that is, the person or organisation supplying the equipment – conforming to the industry inspection scheme, either PIPA or ADIPS?
- has the Controller provided you with a copy of the current valid annual safety inspection certificate for each inflatable, either PIPA or ADIPS?
- has the Controller provided you with a copy of the manufacturer's instructions on the safe operation of each inflatable?
- has the Controller provided you with PAT testing certification for the power supply attached to or serving the inflatable equipment?
- has the Controller or Operator provided you with training records for all staff relative to their roles as 'Controller', 'Operator', 'Supervising Staff', and 'Attendants'?
- can the Controller or Operator provide you with their risk assessment?
- has the Controller provided you with a method statement for the correct setting up of the inflatable equipment, in line with the inflatable's operating instructions?
- evidence of a minimum of £5million Public Liability Insurance covering the inflatable equipment

If the above information is not readily available before the event, or is not deemed sufficient, or if the council has any safety concerns on the day of the event, then it reserves the right to require the operator of the inflatable devices to cease operation at the event forthwith.

Please include here any inflatable play equipment you intend to have at your event.

For useful guidance on inflatable play equipment, go to:

- Health and Safety Executive (HSE) –
  www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm
  www.hse.gov.uk/event-safety/amusements-and-attractions.htm
  www.hse.gov.uk/pubns/books/hsg175.htm
- PIPA – www.pipa.org.uk

Rides and fun fairs

You will need to make sure you have addressed the following at least 1 month before the event:

- is the Controller – that is, the person or organisation supplying the equipment – conforming to the ADIPS scheme for any standalone ride or rides that are part of a fun fair?
- has the Controller provided you with a copy of their annual ADIPS inspection certificate for each ride?
- can the operator confirm in writing that they adhere to and operate under the HSG175 'Fairgrounds and Amusement Parks – Guidance on Safe Practice'?
- can the Controller or Operator provide you with their risk assessment?
- evidence of a minimum of £5million Public Liability Insurance covering the rides or fun fairs

If the information above is not readily available before the event, or is not deemed sufficient, or if the council has any safety concerns on the day of the event, then it reserves the right to require the operator of the rides or fun fair equipment to cease operation at the event forthwith.

Please include here any rides or fun fairs you intend to have at your event.

Useful guidance on rides and fun fairs includes:

- Health and Safety Executive (HSE) –
  https://www.hse.gov.uk/entertainment/fairgrounds/organiser.htm
  https://www.hse.gov.uk/event-safety/amusements-and-attractions.htm
  https://www.hse.gov.uk/pubns/books/hsg175.htm
- ADIPS – adips.co.uk

3.14. Temporary structures

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 festivals may include stages, grandstands, lighting towers, gantries, site offices, and so on.

Depending on the scale and types of structure, different authorities will be required to be involved.

If structures are planned to be in place for extended periods of time, planning permissions may be required. Larger temporary constructions require independent engineers to sign-off structures before they can be used.

It is the event organiser's responsibility to make sure that a competent person or organisation is appointed to work on a temporary structure.

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

As a minimum:

- provide details of competent persons and contractors to be used
- all suppliers will need to provide you with a copy of their public liability and employee insurance certificates
- all suppliers will need to provide you with relevant risk assessments and method statements for the product they are supplying for your event
- suppliers must provide a signed hand-over inspection once the structure is completed to show that it is safe and ready for use
- you need to consider all other health and safety aspects relating to any temporary structure

Guidance is available from the Health and Safety Executive (HSE) at: www.hse.gov.uk/event-safety/temporary-demountable-structures.htm

A best practice guide on the safe use and operation of temporary demountable fabric structures is produced by the Made Up Textile Association (MUTA) – ww.muta.org.uk

3.15. Animals at events

You must notify the council in writing before bringing any animals on site, including for exhibition, performance, or entertainment purposes. The council may prohibit any animals that may pose a danger to the public.

The event organiser must provide copies of all relevant licences and registration documents – for example, movement documents, cattle passports, exhibition licences, and so on – for each animal. These can be included in the Appendix.

The person or organisation who has overall control of the animals 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. They shall, at all times, abide by the obligations and the duty of care imposed on them by the Animal Welfare Act 2006.

There are a range of zoonotic diseases that could be acquired from animal contact at visitor attractions, including E. coli O157 and Cryptosporidium parvum.

Where the public – particularly children – are allowed or encouraged to be in contact with animals, your risk assessment must identify and address the significant risks associated with the animals and the microorganisms that the animals carry.

When conducting you risk assessment, you should refer to:

- Health and Safety Executive (HSE) –
  www.hse.gov.uk/agriculture/topics/visitor-attractions.htm
- Access to Farms Industry Code of Practice, 'Preventing or Controlling Ill Health from Animal Contact at Visitor Attractions' – visitmyfarm.org/resources/code-of-practice

For government guidance on animal welfare legislation, go to:
www.gov.uk/guidance/animal-welfare-legislation-protecting-pets#animal-welfare-act-2006

> Please provide a detailed list of all animals you plan to bring onto your event site. Within the Appendix, include copies of all relevant licences and registration documentation for each animal.

3.16. Alcohol and drugs

It is acknowledged that some people will try bringing drugs to events or buying them during the event. Where there is the potential for this to occur, there should be a thorough search regime and an opportunity to surrender prohibited articles during both site build and public access times.

Disorder is often caused by excess alcohol consumption. Event organisers need to understand the audience profile of the artists that have been booked, and whether there is any history of disorder, crimes or alcohol problems with the crowds they attract.

Event organisers must demonstrate they have addressed excess alcohol consumption and the sale and use of drugs in their risk assessment if there is a risk of this occurring at the event site.

Where a risk has been identified, you will need to produce an alcohol and/or drugs policy which can be included in your security plan. You will also need to involve the security, medical and welfare provider during the planning stages and consider what facilities you will need to provide to care for anyone who is intoxicated or has consumed prohibited substances. Security should be informed of any such incidents to ensure the welfare of the public – particularly the young and vulnerable – and all incidents should be logged.

Further guidance can be obtained from The Purple Guide.

> Has the risk assessment considered and highlighted potential risks associated with prohibited substances and excessive alcohol consumption? If so, outline the approach you will take to address alcohol and drugs here and the main issues identified. The full alcohol and/or drugs policy should be attached to the Appendix or included in your security plan.

4.   Communications

The importance of communications when planning and delivering an event is paramount. You need to consider 3 main areas of communication when developing your event (see below).

Guidance on communications is available in The Purple Guide.

4.1. Event communications – surrounding residents

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.

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

4.2. Event day communications – audience

Audience communication needs to be considered to make the visitor experience enjoyable and seamless. This could include flyers, site plans, signage, public address system, stage schedules, MCs and information points. It should include details of any signage or public information facilities being used to direct persons around the site, provide important information – for example, welfare facilities, first aid points, lost children, emergency messages, and so on – and restrict the public from certain areas if required.

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

4.3. Event day communications – internal

You must have a clear communications plan in place and ensure everyone is familiar with the plan. You also need to make sure that you have the communications equipment you need on the day. This could include radios, mobile phones, staff to run errands and messages and a public address system.

When developing your plan, you must:

- ensure that under the Event Management Contacts section, you list phone contact details and radio channel details if radios are being used
- ensure that via your Organisational Structure, all people working on your event understand the chain of command and therefore who they will contact should they need to report an incident or cascade information
- ensure your communications plan takes into consideration the organisational structure and the emergency procedure

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

5. Publicity and promotions

How will the event be publicised?

Where will tickets be sold?

6.   Children

You must ensure that you develop a lost children's policy and make all event staff and volunteers familiar with the procedures and policy.

Important points to consider when developing your policy include:

- identify arrangements for the 'safe' care of children until such time that they can be reunited with their parent or carer
- having a clearly advertised point for information on lost children
- lost children should never be left in the care of a sole adult – always make sure there are at least 2 adults with appropriate Disclosure and Barring Service (DBS) – formerly known as the Criminal Records Bureau – checks: www.gov.uk/disclosure-barring-service-check
- if a lost child is found and reported to one of the event staff, a message should be communicated to all event staff as per the communication plan – radio, phone, in person to event control point – that a 'code word' at 'location', after which 2 staff should remain with the child at this point for a period of 10 minutes to allow for a possible quick reunification
- if after 10 minutes there has been no reunification, then the child should be taken to the designated lost children's point by 2 members of staff – if possible, this point should be adjacent to your event control point or the first aid/medical area
- all incidents need be logged, ensuring all details are recorded
- the DBS-checked staff should try to ascertain a description of the child's parent or carer, their name, mobile number if known, and a description
- the child and parent or carer should not be reunited until a match has been established – if a parent comes to the lost children's point claiming they have a lost child, they must provide a signature and identification along with a description of their child, which could include age, clothing, hair colour, heigh, and so on
- if there is any reluctance from the child to go with the adult, you should inform the police
- once a lost child incident has been resolved, you must inform all staff that the 'code' has been resolved, then complete the report and log

Please document here what your lost children's policy and procedures are. This must include consideration of lost children, children's play areas and safeguarding.

7.   Insurance

All event organisers must hold public liability insurance to the value of £5 million.

You must also make sure any contractors you are engaging also hold public liability insurance and any other appropriate insurance – for example, product liability, employer's liability insurance. These should be made available on request.

Please confirm that you hold public liability insurance to the minimum value of £5 million and include a copy of the policy in the Appendix.

8. Provision of food and drink

Anyone providing catering at your event must be registered with their local authority.

Provide business details of any contractors/food businesses providing catering for your event.

If applicable, describe the catering and drinking water facilities you are offering and where they are located on your site map.

Please note that all contact details of any catering concessions should be listed under the 'Event contractor contacts – other' section.

9. Site considerations

9.1. Site plan

A site plan must be submitted for every event.

As this template has been designed to assist smaller event organisers, we do not expect you to supply a site plan of a standard we would anticipate from 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.

Refer to the Health and Safety Executive (HSE) guidance on event venue and site design at www.hse.gov.uk/event-safety/venue-site-design.htm

Your site plan should include:

- placement of all temporary structures
- all other site infrastructure
- position of attractions and amusements
- catering and hospitality areas
- toilets
- car parks
- position of site in context to the road
- any fencing or barriers
- generator or power sources
- power supply runs (cables)
- entry and exit points
- emergency exits, assembly points and access routes
- first aid points
- information point
- lost children point
- vehicle entry points
- any event décor – that is, flags, banners, and so on

Please attach a copy of your site plan in the Appendix.

You may want to create two versions of a site plan:

- one for use at the site on the day to provide event participants with information
- one that is purely for your management team

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

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
- how people will move about the site

9.2. Sanitary facilities

Event organisers are required to provide adequate toilet and hand washing facilities for your event attendees, staff and contractors. You will also need disabled facilities, plus separate sanitary facilities for caterers.

You will need to know the audience size and the likely male to female ratio when determining the number of toilets required for an event. When there is insufficient information to assess this ratio, a 50:50 split of male to female should be assumed.

Toilets

The Purple Guide give the following guidelines for toilet numbers.

Sanitation provision when facilities provided are either toilet blocks or self-contained toilets where basins are NOT internal.				
	Female toilets	Male toilets	Urinals	Accessible toilets for disabled and wheelchair users
For events with a gate time of less than 6 hours duration	1 per 100	1 per 500	1 per 150	1 per 50
For events with a gate opening time of 6 hours or more but with little or no alcohol or food served	1 per 85	1 per 425	1 per 125	1 per 45
For events with a gate opening time of 6 hours or more with alcohol and food served in quantity	1 per 75	1 per 400	1 per 100	1 per 40
For campsites at major events swapping emphasis from urinals to WCs for males	1 per 75	1 per 150	1 per 250	1 per 40

	Female toilets	Male toilets	Urinals	Accessible toilets for disabled and wheelchair users
Self-contained toilets with internal basins only. **Please note that ratios of accessible toilets are not affected by this recommendation since their internal basin needs to be a specialist unit with a hand pump and external units typically with a foot pump are unsuitable.**				
For events with a gate time of less than 6 hours duration	1 per 80	1 per 400	1 per 150	1 per 50
For events with a gate opening time of 6 hours or more but with little or no alcohol or food served	1 per 68	1 per 340	1 per 125	1 per 45
For events with a gate opening time of 6 hours or more with alcohol and food served in quantity	1 per 60	1 per 320	1 per 100	1 per 40
For campsites at major events swapping emphasis from urinals to WCs for males	1 per 60	1 per 120	1 per 250	1 per 40

Wash facilities

The event organiser must provide hand washing facilities where toilets are provided. Adequate supplies of liquid soap and disposable hand towels must be provided. Preference should always be given to providing warm-water hand-washing facilities.

Consideration should be given to providing lower height wash basins where wheelchair users and/or a significant number of children are expected to attend the event and to hand operated rather than foot operated pumps for wheelchair users.

The Purple Guide give the following guidelines for hand washing facilities.

	Females	Males
For installations of mains connected toilet facilities	One hand wash basin per two toilets	One hand wash basin per four toilets
For single plastic toilet installations	One hand wash basin per five facilities (WCs and urinals) with not less than one hand-washing facility per 10 toilets provided	

Your event provisions

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

9.3. Special effects, fireworks and pyrotechnics

Provide details of any fireworks, pyrotechnics and special effects that you will have at your event. These should be carried out by a competent person or organisation who can provide adequate risk assessments that you can incorporate into your arrangements to ensure they are set off safely.

The risk assessment must take into account the guidance and safety measures provided in the links below.

You must also plan and mark out the special effects, or fireworks or pyrotechnics area on your site plan, which must include safety zones, exclusion zones and spectator areas.

Please provide details of any fireworks, pyrotechnics and special effects here.
Please outline here how they will be incorporated into the event, how you will control the risks and the main issues identified. The risk assessment should be attached in the Appendix.
Please confirm you have marked out all the necessary areas on your site plan.

Guidance is available from the Health and Safety Executive (HSE) at:

- www.hse.gov.uk/event-safety/special-effect.htm
- www.hse.gov.uk/explosives/fireworks/index.htm

Guidance on firework displays has been produced by the Confederation of British Industry (CBI) Explosives Interest Group (EIG). 'Working together on firework displays' is for professional firework display organisers and operators, and 'Giving your own firework display' is for all other firework displays. Go to www.eig2.org.uk/new-guides-for-firework-displays

9.4. Traffic, transport and parking

The traffic management of an event is the responsibility of the event organiser.

Many smaller community events will have limited impact on traffic and parking, but it is 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 process you consider traffic, transport and parking no matter what the scale of your event.

You should liaise with the event Safety Advisory Group (SAG) – and any traffic management company and stewarding company involved in managing the road – to write a traffic management and parking plan for the event, with the aim of promoting safe attendance at the event and causing minimal disruption to the community.

Guidance is available from The Purple Guide and the Health and Safety Executive (HSE) at www.hse.gov.uk/event-safety/transport.htm

There are two aspects to traffic management in relation to an event:

- internal vehicle management – that is, not on the public highway or not within an area of highway that has been 'physically closed' to public vehicles
- external traffic management – that is, areas which are open to use by public vehicles

Points to consider when developing your internal vehicle management plan are:

- your risk assessment which must include consideration of the risks from vehicle movement during the build-up and breakdown schedule as well as the event itself, and identify what measures are needed to control these risks
- as part of your emergency planning, and included on your site plan, you should have clearly marked emergency ingress and egress routes – ideally these should be sterile routes, but this may not always be possible, so you need a procedure in place for the safe ingress and egress of emergency vehicles
- vehicles that will need to access the site for your event
- vehicles that will need to remain on-site throughout your event, and those that will be off-site before the event opens
- where reasonably practicable, segregate pedestrians and vehicles during all phases of the event
- vehicles that will need to move on the site during your event – it is strongly recommended that you avoid the need for this but, if it is needed, you should have a rigid procedure in place and ensure all people involved in your event are fully briefed on the protocol

Please outline here what your internal vehicle management plan you have in place for your event.

Points to consider when developing your external plans:

- how will your target audience travel to your event, and will public transport be available
- the various transport links around the event site, and how they can be promoted to your audience as a way to get to your event
- parking arrangements and capacity
- emergency access
- pedestrian segregation
- wet weather provisions
- whether you are proposing any road closures – if so, you should first read the council's road closure guidance at www.thurrock.gov.uk/roadworks before applying for a road closure, but be aware that road closures require a minimum of 12 weeks lead time and in all cases the more notice provided the better

Please outline here your external traffic, transport or parking plans you have in place for your event.

10. Environmental considerations

10.1. Waste management

Waste management plan

It is essential for event organisers to put in place waste management plans to minimise their environmental impact.

Guidance is available from The Purple Guide, and from the Health and Safety Executive (HSE) at www.hse.gov.uk/event-safety/handling-waste.htm

Points for consideration:

- how you will keep the site clear of waste before, during and after your event – will this be done by stewards or volunteers?
- how you will manage waste during and after your event – include details of bins, skips, recycling, and litter-picking
- how the refuse will be collected

Document your waste management plan for your event here.

Recycling plan

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 categories and making sure these are taken to council-provided recycling bins located around the borough.

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

Points for consideration:

- make sure your concessions and food suppliers have appropriate policies and procedures in place for provision of biodegradable containers and systems for the disposal of dirty water, cooking oil, and so on
- think how you will encourage people to place their waste into the correct receptacle – contaminated recyclables could mean all the materials need to be sent to landfill
- how you will keep the site clear of waste before, during and after the event – will this be the remit of stewards or volunteers?

Document your recycling plan for your event here.

10.2. Sound noise and vibration

If your event has the potential to cause noise nuisance to nearby residents, it is essential that the council's Noise Pollution team are contacted and are made fully aware of any event elements that may cause noise issues – go to www.thurrock.gov.uk/pollution-and-noise

The things most likely to cause noise nuisance include live music stages, fun fairs and public address systems. It is therefore essential you give due consideration to noise nuisance and seek agreement on noise levels at identified sites surrounding your event.

You can find further guidance on the Health and Safety Executive (HSE) website at www.hse.gov.uk/event-safety/noise.htm

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 should agree sound levels with our Noise Pollution team
- provide nearby residents with an event-day contact in case they need to make a noise complaint

Document here the elements of your event that have the potential to cause noise nuisance and what plans you have in place to mitigate this.

10.3. Surface protection and trees

If your event requires a large amount of equipment on the site, you may need to consider installing a track way to protect the ground. Tree root compaction can cause the premature death of trees due to compaction of soil around roots, restricting their ability to absorb oxygen from the soil.

You should seek advice from the xouncil if you are holding an event on council land. For further contact information, go to www.thurrock.gov.uk/countryside

Document here your plans for minimising damage to the parks ground and trees.

10.4. Weather

Points to consider:

- weather conditions that may lead your event being cancelled, and how you will manage this
- if the event must be cancelled, who will make the decision and how you will let people know
- whether you need insurance coverage for cancellation reasons such as thunderstorms, water-logged ground, and so on
- whether there is any flood risk – for example, a field liable to flood and create difficulty for traffic entering or leaving – and how you will handle this – for example, provision of 4x4 vehicle assistance, with agreement with landowner concerning damage to the ground, possible mud on roads, and so on
- how your will event management team decide if weather conditions are too risky for your event to go ahead

Please document your severe weather and event cancellation policy and procedures here.

Further advice can be obtained from The Purple Guide.

11. Other considerations

11.1. Campsites

At some events, camping provides an alternative to other accommodation and is often an integral part of the event. You should consider any camping provision that will be included as part of your event. This could include staff, performers, stall holders, members of the public or anyone else who may be camping on the site over the course of your event.

You must also consider the hazards associated with campsites in your event risk assessment. Do not forget to mark out the campsites on your event site plan.

Camping provision

Points to consider:

- site design and plan of campsites
- contingency and emergency plans
- division of areas into smaller areas to make it more manageable, ensuring access for emergency vehicles
- audience profile which will help determine site density
- contingency planning with particular attention given to adverse weather, failure of water supply, a need to clear the area
- provision of adequate lighting and patrols by stewards to help identify crime and other matters, such as fire outbreaks
- safe access for vehicles and pedestrians

Please confirm here that your event risk assessment has considered your campsite. Provide details of any overnight camping you propose to have over the course of your event.

Services and sanitary provision at campsites

Points to consider:

- drinking water supply and waste-water facilities
- toilet and washing facilities – see the sanitary facilities section for more information
- medical facilities
- consider providing secure accommodation where people can lock away valuable items.
- enough bins that are regularly emptied
- lost children point
- campsite office
- welfare point

Please indicate what services and sanitary provisions will be provided for people in your camping area for the length of time that campers are allowed on the site.

Fire safety at campsites

Points to consider:

- fire risk assessment must take account of site density, the space available to enable safe camping, and adequate separation distances between individual tents to make the site safer from fire and trip hazards
- hazards such as campfires, barbecues and camping gas stoves, which present a risk of burns, tent fires, and carbon monoxide poisoning
- suitably trained stewards or fire marshals
- emergency vehicle access
- fire points, which as a minimum should consist of supplies of water, buckets and instructions telling the public what to do in the event of a fire
- fire extinguishers
- managing accumulated rubbish

Confirm here that your event fire risk assessment has considered fire safety at your campsite. Outline the fire safety measures that will be in place to ensure fire safety at your campsite.

12. Appendices

Please attach and list your documents:

- site plans
- risk assessments
- fire safety risk assessments

Please list below the other associated documents to compliment the event management plan.

1.	
2.	
3.	
4.	
5.	
6.	
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