

# Event Safety Management Plan - Template for Event Organisers

The following information has been put together to help you plan your event.

It follows the structure of an Event Safety Management Plan so you can use this template to fill in the details of your event.

Depending on the size of your event, you may need to include more or less information on each heading and add appendices such as a Transport Plan, Crowd Management Plan, First Aid Plan, Volunteer Policy and Agreement, Briefing and Training Plan, Marketing Plan, Communications Plan, Emergency Plan and any third party risk assessments.

For advice on whether your event requires a Safety Advisory Group, contact your local council. There is no set attendance number that determines the need for a Safety Advisory Group, it will always depend on the nature of the event.

If you haven't already, you will need to complete an **Event Notification Document** from Nottinghamshire Police. This should be available from your local council's website or from the Nottinghamshire Police website.

A number of publications are available to help you plan your event. These include:

## **Nottinghamshire Event Planning A-Z**

### **HSE Event Safety Guide (Purple Guide) -**

<http://www.hse.gov.uk/pubns/priced/hsg195.pdf>

### **DCMA Guide to Safety at Sports Grounds (Green Guide) -**

<http://www.safetyatsportsgrounds.org.uk/publications/green-guide>

# Event Safety Management Plan

\*\*\*\*Event Name\*\*\*\*

\*\*\*\*Date\*\*\*\*  
\*\*time\*\*

Issued by \*\*\*\*\*  
Written by \*\*\*\*\*  
Tel: \*\*\*\*\*

Latest version issued: \*\*\*\*\*  
Version: \*\*\*\*\*

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## **Section 1 Overview of event**

An overview of what the event will involve, where and when it will be and what its objectives are.

If this is a repeat event, include details of whether or not there have been incidents or problems with the event in the past.

## **Section 2 Planning and management**

### **2.1 Event management structure**

Who is planning the event, who will be responsible for ensuring this plan is implemented and whose public liability insurance will cover the event.

### **2.2 Roles and responsibilities**

Named people responsible for event planning and management with a clear description of their role. You must have an Event Manager with overall responsibility.

### **2.3 Event control centre**

Details of where event management will operate from during the actual event. Plans and copies of emergency procedures should be kept at this location.

## **Section 3 Venue and site design**

### **3.1 Site plan**

Map of the site showing the location of structures, facilities and access and egress points.

### **3.2 Access and egress**

Number and width of access and egress points and whether these are suitable for pedestrian or vehicle use.

### **3.3 Licences**

Details of the appropriate licences needed for the event. This could include a temporary event notice, street trading licences etc. For details of what licences may be needed, contact the Licencing Service at your local council.

### **3.4 Site safety rules**

Details of any rules to be followed by event staff or the public e.g. no alcohol or moving vehicles on site.

### **3.5 Audience profile and capacity**

Details of the expected number and profile of the audience e.g. young people, family groups or elderly people.

A competent person must calculate the holding capacity and evacuation capacity if it is not already known. Indoor venues will usually have a capacity calculated for fire regulations but outdoor venues must also have one. It may be possible for a contracted security company to assist with this.

A procedure will need to be in place for monitoring the number of people on site to ensure capacity is not exceeded. This may not mean counting everyone in and out but a procedure for monitoring the crowd and closing down access should it become overcrowded needs to be in place.

### **3.6 Duration**

The start and end times of the event. This should also show the setup and breakdown times.

### 3.7 Sanitary facilities

Details of toilet and baby change provision. The HSE Event Safety Guide contains information on how to calculate the number of toilets required based on the expected number of people attending an event.

### 3.8 Waste management

Details of how the site will be cleared of rubbish following the event.

### 3.9 Electrical installations and lighting

What electrical equipment will be used? Has it been PAT tested? Is an electrician on site to check all electrical installations? What power supply is available?

### 3.10 Barriers

Details of types and locations of barriers on the event site. Proof of public liability insurance and a risk assessment should be provided by the contractor.

### 3.11 Facilities for people with disabilities

Is the site wheelchair accessible and are special provisions being made?

## **Section 4 Food and drink**

### 4.1 Food

Details of food vendors on site. Food vendors will need to provide evidence of public liability insurance, hygiene certificates and risk assessments. The Council's Environmental Health and Licencing Services will be able to provide up to date information about what is required and what restrictions are in place.

### 4.2 Water

Particularly in hot weather, you should make provision for enough water to be available for the public to buy and enough free water for event staff and front of stage.

### 4.3 Alcohol

If alcohol is to be allowed on site a licence may be required. If alcohol is banned, a procedure may need to be in place to search people entering the venue or officers with the power to confiscate alcohol may be needed.

If drinking is to be allowed this will have implications for stewarding and policing. An enclosed bar area may help to contain drinking.

## **Section 5 Special effects, fireworks and pyrotechnics**

Details of any fireworks displays etc. if you are having them. Any contractors will need to provide evidence of public liability insurance and a risk assessment.

## **Section 6 Amusements, attractions and promotional displays**

Details of any fairground rides, games and activities if you are having them. Any contractors will need to provide evidence of public liability insurance and a risk assessment.

## **Section 7 Communication**

### 7.1 Event staff communication

Communication will usually be by radio, mobile phone or both. A briefing should be held prior to the event for all event staff to inform them of emergency procedures and methods of communication.

## 7.2 Radio procedure

If radios are to be used, a list of call signs and instructions for use should be provided to all event staff.

## 7.3 Incident codes

Each emergency procedure should be linked to an incident code as messages given over the radio can be overheard by members of the public.

## 7.4 Communication with the public

How will you inform the public about the location of facilities? In the event of an emergency or if the event is cancelled, how will you let people know? This may include signage, PA system, loud hailer or social media etc.

# **Section 8 Crowd management**

## 8.1 Security and stewarding

Details of the security provided at the event including who is managing the security, the number of staff, badge level and their role at the event. If volunteers are used for stewarding, you should explain how they will be trained and what experience they have. Any contractors will need to provide evidence of public liability insurance and a risk assessment.

## 8.2 Policing

The Police may need to provide support at your event. This will usually cost money and should be agreed as part of the Safety Advisory Group or directly with the Police. Nottinghamshire Police should be notified of your event using the **Event Notification Document**.

## 8.3 Lost children

A robust procedure should be in place to handle lost children. Lost children should always be supervised by CRB checked staff.

## 8.4 Lost property

A point should be allocated for lost property.

# **Section 9 Traffic management**

## 9.1 Parking

What parking facilities are available for people attending the event?  
How will this be managed?

## 9.2 Road closures

The Safety Advisory Group will advise on road closures required depending on the location of your event. An application will need to be made to Nottinghamshire County Council Highways Service at least six weeks before the event if a road closure is required. This may cost money and the event organiser will be responsible for organising barriers and signs to close the roads. All road closures need to be done by a competent person.

# **Section 10 Health and safety**

## 10.1 Risk Assessment

A full risk assessment for the event should be completed and signed by the Event Manager. Practical help with risk assessments can be found online at [www.hse.gov.uk/risk/fivesteps.htm](http://www.hse.gov.uk/risk/fivesteps.htm)

## 10.2 First aid

The HSE Event Safety Guide contains a matrix for calculating the required level of first aid cover. St John's Ambulance, Red Cross or other contractors will ask a series of questions about the event to also

recommend a level of cover. The event organiser is responsible for hiring the appropriate level of first aid cover for the event. It is very important to ensure that first aid is provided by appropriately trained people. East Midlands Ambulance Service may want to see a copy of the Operational Plan from your first aid contractor.

#### 10.3 Noise and vibration

If the event is in a built up area, noise levels may need to be monitored by the Council's Environment Health service. Advice on this should be sought before your event.

### **Section 11 Major incident planning**

#### 11.1 Emergency co-ordination team

A dedicated team of people should take control in the event of an emergency. The lead officer is usually the most senior member of the emergency services who is on-site. This depends on the nature of the incident and should be agreed at the Safety Advisory Group.

#### 11.2 Emergency vehicle access

Details of access routes for emergency vehicles onto the site. Consider how they will get access if the site is busy with cars and pedestrians. These routes should be approved by Fire, Police and Ambulance services to ensure they are suitable for all vehicles.

#### 11.3 Emergency procedures

Detailed procedures should be written to cover a range of emergency situations. These are to ensure emergency services and event staff all follow the same procedure. The procedures required will vary depending on the type of event and may include:

- Emergency Evacuation
- Fire
- Bomb
- Medical emergency
- Major structure emergency
- Overcrowding
- Anti-social behaviour, and
- Lost child