

# Event Management Plan

Southend-on-Sea City Council

## Hosting an Event on Southend City Council Land

July 2017

Version 1

Re-branded

# Contents

## Part 1

### Event Management Plan Introduction

#### EMP information Guidance

- Location
- Duration, times & dates
- Purpose
- Type and size of audience
- Organising Committee
- Finance
- Insurances
- Advertising/Marketing/PR
- Emergency Services
- First Aid Provision
- Fire Safety
- Electrical / Gas Provision
- Lost Children & Vulnerable Adults
- Security & Steward Requirements
- Food Safety
- Wholesome (potable) water provisions
- Alcohol & Regulated Entertainment
- Raffles, Lotteries & Charity Collections
- Performing Animals
- Trading Standards
- Fairgrounds, Inflatables & Adventure Activities
- Temporary Demountable Structures
- Fireworks and Light Displays
- Noise Management
- Waste Management
- Sanitary Provisions
- Traffic Management Plan & Directional Signage
- Cancellation

## Part 2

### Your Event Management Plan (EMP)

#### Supporting Information - Appendices

- A. Emergency Contact details (2 pages)
- B. Site Plan
- C. Emergency Control Plan
- D. Risk Assessments
- E. Fire Safety Risk Assessment
- F. Participants List (2 pages)
- G. Event Schedule
- H. Traffic Management Plan & Directional Signage
- I. Highway Management
- J. Crowd Management Plan
- K. Residents Letter – example template
- L. Food Hygiene Declaration (3 pages)
- M. Other Applications Associated With The Event

# Event Management Plan

## Introduction

As an event organiser you have a duty to plan, manage and monitor the event. You must make sure:

- you are fully aware of your obligations
- you have considered all aspects of event management
- your event complies with the law and is delivered legally and safely

You will therefore be expected to produce an Event Management Plan.

Your Event Management Plan (EMP) should:

- hold enough information so anyone can read it and understand exactly how to safely run the event in your absence
- set out where and when the event is to be held and who it is for
- explain what will happen at the event and who is participating
- detail what is required to hold the event and how many are expected to attend
- confirm who is responsible for helping organise and manage the event
- clearly explain what steps will be in place to deal with expected or unexpected situations
- list your emergency contacts
- include your risk assessments

The level of detail in your planning and EMP should be proportionate to the scale of the event and the degree of risk.

**Part 1 of this document is intended as a guide only  
providing prompts to help you produce Part 2  
which is your Event Management Plan**

Further guidance and publications are available from:

- Health & Safety Executive
- Government Services and Information
- The Events Industry Forum
- The Food Standards Agency
- Institute of Fundraising
- British Standards Institute

Contact: 01702 215000 for further advice from our:

- Licensing Team
- Environmental Protection Team
- Planning Team
- Traffic and Highways Team
- Enterprise & Innovation Team

# Information Guidance

The guidance within each of the following sections aims to provide prompts to help you produce a sound EMP.

When completing your actual EMP the level of detail in your planning and EMP should be proportionate to the scale of the event and the degree of risk. Please refer to Appendix D for guidance on Risk Assessments.

Your EMP should include the sections shown below but should not be limited to them. If you have additional information you should make sure it is also included.

## **Where – location**

- Where is the event to be held?
- Is the site suited to the event?
- Is the whole site to be used or part?
- Does your event include a procession? If yes, ensure the details of the route are included in the relevant appendices ensure all roads involved are listed and confirm the position of stewards any refreshments and confirm the starting and finishing points.

## **When – duration, times & dates**

- When is the event?
- How many days does the event go on?
- What time does the actual event start and finish every day?
- When is the event to be set up and closed down, what date and what time?

## **Why - purpose**

- Why are you holding the event?
- Are tickets to be sold, is there an entrance fee or is it free?

## **Who for - type and size of audience**

- Who are you holding the event for, what type of audience is it aimed at?
- Have you taken into account Equality and Diversity? Equality is about providing everyone with equal access to your event. Diversity is about providing an event that shows respect to all and values and caters for their differences. Under the Equality Act (2010) you must not discriminate on the basis of race, colour, ethnic or national origins, religion and belief, gender, sexual orientation or marital status and disability or age.
- How many people do you expect to attend, each day and overall?
- How many staff/volunteers do you expect to be involved in the event?

## **Risk Assessments**

- Risk assessments are a vital part of planning your event. They will help you think about what hazards might cause harm and decide whether you are taking reasonable steps to prevent that harm. Please refer to Appendix D for further guidance relating to Risk Assessments.

# Information Guidance

## Organising Committee

As the Event Organiser you will have overall responsibility for everything to do with the event but obviously you may need help from others.

You will probably manage most things yourself but it's important to ask yourself, have I thought through and planned good health and safety procedures and checks? Do I have enough knowledge about health and safety to organise the event?

If you need some external help or advice to meet the requirements of health and safety law you must make sure you get help from a competent person.

A competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to assist you properly. The level of competence required will depend on the complexity of the situation and the particular help you need.

You should also take account of their level of competence when you're conducting your risk assessments (appendix D).

- List the names and responsibilities of all those helping to organise the event

## Finance

- It is good practice to produce a budget to show income and expenditure to make sure your event will not create financial difficulties
- Make sure the person responsible for the event finances is competent

## Insurance

It is mandatory for the Event Organiser to obtain Public Liability Insurance to protect against legal costs and compensation payments awarded to anyone who may suffer an injury or property damage (a loss) as a result of the event.

Before an event takes place, events held on Council land within Southend on Sea must have valid Public Liability Insurance of no less than £5million.

- Do you already have Public Liability Insurance that will cover this event? If yes, a copy of the Insurance Certificate should be attached
- Will you need to arrange an agreement in principle with the insurance company in advance?
- Make sure you are aware of what insurance cover your participants should have?
- Apart from Public Liability Insurance do you need any other kind of insurance cover?

## Advertising/Marketing/PR

- Do you intend to advertise your event, if so how and when?
- Will the event be recorded for broadcast on television/radio/internet?
- Do you need Advertisement consent or a Filming/Broadcasting agreement?

# Information Guidance

## Emergency Services

You are strongly recommended to consult the Emergency Services at the early stages of your planning, for further advice and guidance from them and to check their requirements and resource availability.

- Will you need support from the Coast Guard, Fire Brigade and or Ambulance Service?
- Will you need support from the local Police to maintain public order and to make sure the event takes place safely?
- Will you need stewards to guide/marshal visitors? If yes, you need to include them on your Crowd Control plan.
- Alternatively, tell us if this section is not applicable to your event

## First Aid Provision

First Aid personnel must NOT be responsible for any other duties during the event and must be suitably qualified to deliver first aid at a public event e.g. first aid at work is not suitable for outside events with the public.

Please note your provision must meet the needs and attendance figures for your event.

- Who is your competent person responsible for First Aid?
- Are you making arrangements for professional First Aid providers to attend?
- You should include details of the first aider(s) on your Emergency Contact Details (appendix A) and the participants list (appendix F)

## Fire Safety

In this section tell us what fire safety arrangements you intend to make before during and after the event. This section could include (but is not limited to):

- Venue Design - is there sufficient space/escape routes for the expected number of people attending, what about overnight accommodation areas (tents, caravans, mobile homes), access for the fire service, do the escape routes clash with emergency services access routes?
- Effective safety during the - build phase, the event and during break down
- Arrangements – extinguishers, how many, placement and type, evacuation
- Who is your competent person responsible for Fire Safety?
- Include a fire risk assessment (see appendix E) even if no-one is employed

You are strongly recommended to consult the Essex Fire and Rescue Service for further advice and guidance.

# Information Guidance

## Electrical / Gas Provision

- Does your event require power?
- Is the type of power you require permitted, refer to our Policy?
- What arrangements do you need to make to provide power?
- Confirm if any of your participants will be providing their own power and if so, what kind
- Who will be inspecting and testing any installations and equipment (including portable) to ensure they are safe?
- Make sure any plant or specialist equipment is shown on your site plan
- Include a risk assessment (appendix D)
- Ensure you collect copies of any safety certificates providers are required to hold (such as GasSafe, NICEIC or PAT)

## Lost Children & Vulnerable Adults

- How will children and vulnerable adults be protected during your event?
- What procedures are you putting in place to deal safely with those who become separated from their parents or responsible adult?
- Who is your competent person responsible for lost children and vulnerable adults?
- Make sure a Disclosure and Barring Service Check (DBS) formerly known as a criminal record check (CRB) is undertaken for all staff working with either young children or vulnerable adults. Further advice is available on the Government website
- Include a risk assessment (appendix D)
- Show an agreed collection point on your site plan

## Security & Steward Requirements

- Who is your competent person responsible for security at the event?
- You should include details of the key contact on your Emergency Contact Details (appendix A)
- What exactly will they be responsible for?
- Will they operate 24/7 security?
- Do they need to be licensed?
- Alternatively, tell us if this section is not applicable to your event

# Information Guidance

## Food Safety

### **Food Safety Act 1990 (as amended) & Food Safety & Hygiene (England) Regulations 2013**

When food is to be sold or supplied as part of your Event you are responsible for making sure each food operator holds documents that show they comply with legislation and all relevant regulations relating to, the delivery, storage, preparation and sale of foods.

Demonstration of compliance will usually be through a rating of either 4 or 5 under the Food Standards Agency, Food Hygiene Rating Scheme.

- You should include details of each food operator on your participants list (appendix F table 2)
- You will need also to complete and attach a signed Food Hygiene Declaration (appendix L) for those food operators:
  - a) who are not participating in the Food Standard Agencies Food Hygiene Rating Scheme or;
  - b) where the Food Hygiene Rating is not able to be produced or;
  - c) who are participating in the Food Standard Agencies Food Hygiene Rating Scheme but have achieved a rating of 3
- Include a risk assessment (appendix D)
- Alternatively, tell us if this section is not applicable to your event

### **Wholesome (potable) water provisions (drinking and hand washing)**

It is a mandatory requirement (when food and or alcohol form part of your event) that you ensure there is sufficient wholesome water available at all times.

- Tell us how you will ensure this is available
- Will you need a Bowser? Is there a water connection available to hire?
- Do you have a contingency plan if water cannot be provided?
- Will your event produce waste water? If yes, confirm in your Waste Management Plan what arrangements you will be making for this to be disposed of.
- Alternatively, tell us if this section is not applicable to your event

# Information Guidance

## Alcohol and Regulated Entertainment

### Licensing Act 2003

If your event will include alcohol, regulated entertainment or late night refreshments you will also need to apply for either:

- a Temporary Event Notice – when the total number of people attending is 499 or less
- a Premises Licence – when the total number of people attending is 500 plus

### Copyright, Designs and Patents Act 1988

- You may also require PPL, PRS & VPL Licences if recorded music or music videos are played in public (including TV or radio)
- List everyone involved on your Participants List (appendix F)
- Alternatively, tell us if this section is not applicable to your event

## Raffles, Lottery's & Charity Collections

### Gambling Act 2005

- Do you intend to have a Raffle?
  - a raffle is where tickets are sold only on the event day and the draw is made the same day
  - if the draw is not made the same day you will need to apply for a Lottery Licence

### Police, Factories, & (Miscellaneous Provisions) Act 1916

### The Charitable Collections (transitional Provisions) Order 1974

- Do you intend to collect money or sell items for Charity?
- If yes, which Charity are you collecting for, what's the purpose of the collection, how much of the proceeds will be given to the charity and where and when will the collection take place?
- You may also need to apply for a Street Collection Licence
- Alternatively, tell us if this section is not applicable to your event

# Information Guidance

## Performing Animals

### The Performing Animals (Regulation) Act 1925

The welfare of performing animals is provided for in the general provisions to avoid suffering and ensure welfare in the Animal Welfare Act 2006. In addition the training and exhibition of performing animals is further regulated by the 1925 Act which requires trainers and exhibitors of such animals to be registered with the local authority.

- If performing animals form part of your event, give full details of the person responsible for the animal(s), the kind of animal(s) attending and the type of performances they'll be taking part in
- you must ensure the person responsible for the animal(s) is registered with the local authority and have a certificate confirming they have the right to keep the animals and use them in performance
- You should include details of the Licence holder on your participants list (appendix F)
- Include a risk assessment (appendix D)
- Alternatively, tell us if this section is not applicable to your event

## Trading Standards

There is a duty for Event Organisers to ensure that all traders attending the event are aware of the legal requirements in relation to their businesses and specific requirements detailed in the standard conditions of every agreement and permit.

Event Organisers may be held jointly or severally liable for any infringements taking place during the event.

Consumer protection legislation requires that all products/goods sold must:

- be safe and comply with relevant legislation
- not infringe Copyright and Trade Mark Legislation
- if precious metals (Gold, Silver or Platinum), have an approved Hallmark and a Hallmark Notice must be displayed
- if sold by weight or measure, the equipment used must comply with Weights and Measures legislation

In this section tell us

- all traders attending your event on your Participants List (appendix F)
- what arrangements will be made to carry out checks on the traders attending the event to ensure compliance, both before and during the event
- if a Challenge 25 scheme will be in place for any Age Restricted Products to be sold (alcohol, cigarettes, DVD's etc.)
- Alternatively, tell us if this section is not applicable to your event

# Information Guidance

## Fairgrounds, Inflatables&AdventureActivities

- Do you intend to include any of the above in your event?
- If yes, include a risk assessment (appendix D) and ensure you collect a copy of any Licences/safety certificate the provider is required to hold (such as PIPA, ADIPS or AALA)
- Who is your competent person responsible for ensuring each structure is erected and operated safely?
- Alternatively, tell us if this section is not applicable to your event

## Temporary Demountable Structures (TDS)

As Event Organiser you are responsible for ensuring that as far as reasonably practicable, employees and others at a venue who could be affected by the construction and use of a TDS (such as scaffolders, riggers and members of the public) are not exposed to risks to their health and are kept safe from harm.

- Do you intend to have marquees, light rigs, staging etc. at your event?
- If yes, you may be required to apply for Planning Permission
- Who is your competent person responsible for ensuring each structure is erected safely?
- Make sure you obtain each completion certificate. It is your record that each structure has been erected in accordance with the structures drawings/specifications and that the safety methods and safe working practices have been followed.
- Include a risk assessment (appendix D)
- Alternatively, tell us if this section is not applicable to your event

## Firework and Light Displays

- Do you intend to include either of the above in your event?
- If yes, please provide full details. These are required to assess impact on aircraft safety and fire safety and to ensure your display complies with the law.
- Failure to take suitable or adequate measures to prevent a risk to aircraft may result in prosecution. Further advice on the use of lasers and fireworks for display purposes can be obtained from the Health and Safety Executive publications and the Civil Aviation Authority.
- Make sure all fireworks have passed the British Safety Standards and the provider is authorised to manufacture, keep transport or supply certain classifications of explosive. Always use a provider who can demonstrate they are authorised and who can provide detailed instructions and guidance in the event of problems arising. Ensure you collect a copy of any Licences/safety certificate the provider is required to hold.
- Include risk assessments & noise assessment (appendix D)
- Alternatively, tell us if this section is not applicable to your event

# Information Guidance

## Noise Management

- Who is your competent person responsible for Noise Management?
- Do you intend to use a Public Address System?
- Does your event require any plant/specialist equipment?
- Undertake a risk assessment to ensure compliance with effective management of sound and vibration levels, confirm what action you will take to avoid noise nuisance
- Do you intend to notify neighboring properties of your plans in advance of the event?

## Waste Management Plan

In this section you should detail how you intend to manage all kinds of waste before, during and after the event.

The use of council waste bins is not permitted and liquid waste must not be disposed of into the sewage system.

The Environmental Protection Act 1990 requires waste carriers to be licensed to collect and dispose of waste/litter to a licensed waste facility.

- Who is your competent person responsible for the overall waste management?
- How will litter be dealt with during and after the event?
- Are you providing waste and or recycle bins?
- How will liquid waste be dealt with?
- Where will waste be stored?
- What arrangements will you make to minimise waste and promote recycling?
- Include a risk assessment (appendix D) - how will hazards (health risks, trip hazards etc) associated with poor management of waste be addressed? How will you prevent injury and ill health?
- You should include details of any waste management contractors you hire on your participants list (appendix F)

# Information Guidance

- Alternatively, tell us if this section is not applicable to your event

## Sanitary Provisions

In this section tell us what arrangements you need to make

- Do you need to provide toilet and or washing facilities?
- If applicable, provide the name and address details of those providing facilities for you?
- If applicable, tell us what is to be provided and how many (have you made sure the facilities are accessible to all?)
- What arrangements will be made to ensure they are kept clean and consumables are replenished?
- Are the toilet/hand washing facilities shown on your site plan and are they in the most suitable location?
- Are there public toilets in the vicinity?
- Will you require public toilet opening hours to be extended? If yes, tell us the times required
- Will you require additional public toilet consumables and additional cleaning to be provided?

## Traffic Management Plan & Directional Signage

Please use Appendix H to tell us:

- what effect on traffic in the vicinity will your event have
- if the traffic flow or public parking facilities need to be altered to safely enable you to hold the event, enable members of the public to watch the event, or reduce the disruption to traffic likely to be caused by the event
- how you plan to address any impact on traffic
- the name and address of the competent person(s) who is responsible for traffic management or your chosen Traffic Management Company

You may be required to apply for a Temporary Traffic Regulation Order

Road Traffic Act 1984 – An order cannot continue for more than three days and can only be granted once in any calendar year for the same length of road affected by a previous order unless approved by the Secretary of State.

## Cancellation

- Under what circumstances will you cancel the event i.e. adverse weather?
- How will you let everyone know the event is cancelled or partially cancelled – before the event has taken place?
- How will you let everyone know the event must be stopped during the event – (appendix J)?