

Event Management Plan Template and Guidance Notes

Introduction

This template has been produced to aid event organisers in planning safe events. By using this document as a guide organisers can ensure that all safety aspects have been considered.

In each section, guidance notes are included to indicate some of the likely issues to be considered.

It should be remembered that the headings in the template are by no means exhaustive, and if the organiser considers a part of their event ought to be detailed in the plan, then it should be added. Also note that not all parts of the template may be relevant for every event and so may not be applicable to your event.

On completion of the document, it is recommended that the plan is thoroughly read through and perhaps checked by a person who has not seen the plan before. The final document should contain every bit of information and detail about your event! The final version of the plan should be available on site on the day of the event for event staff and emergency services to refer to should an incident occur during the event.

If there are any queries on the use or content of this plan, please email towncentreevents@kirklees.gov.uk



Event Management Plan

Insert Event Name

Insert Event Date and Times

Insert Event Location

Owned by: Robert Holden

Version: 1.0

Date Submitted: 24/05/23

Review Date:

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1. Event

Show Time Attractions are pleased to present Under A Summer's Moon.

Under A Summer's Moon is a music event that is using local bands from the area to do a mini festival in the grounds of BASC Ground stoddens road Burnham on Sea TA8 2BS.

Under a summers Moon use to be a popular event that stopped around 15 years ago and we have delighted to be bringing it back to the people of the local area.

This event will have bands playing from 4pm till 12pm.

This event will have a wide variety of music available for all ages to enjoy our head line acts are Absolute Oasis and The Frogs.

The event will be fully self contained in the BASC ground using outside catering and bar.

We look forward in bringing this event back to being an annual event and as this grows we aim to get bigger and more well known bands/acts to join us.

**BASC Ground Stoddens Road
Burnham on Sea
TA8 2BS**

Description of the site and the surrounding area

Basc sports ground is a 32 acre site we plan on using the back rugby pitch which is located at the far side of the site away from Stoddens Road and away from any neighbouring houses. Please see picture 1 for the pitch of the site

we anticipate that the event will take a week all together this will start at 9am on Tuesday 18th of July, work will cease daily for the lead up to the event at 9pm. The event will take place on 22nd July from 3pm to midnight. De Rig will start Sunday 23rd at 9am and cease daily 9pm we anticipate the site should be clear by Wednesday 26th

The event site has 2 entrances 1) is public gate that will have security checking bags for security purposes on entry all bags will be searched. 2) is emergency entrance that leads to the side of the site field this will be blocked off with marshals and fencing to stop public entering the site. Gate 2 emergency exit will be opened to allow public to exit the site.

Attendance

We expect around 1000 people that consist of families from the local area who attended this event years ago and have the nostalgia for the return of this event. All attendees must have prepaid tickets which will be checked at the gates.

Audience

We are aiming this event to younger families that remember the event from their childhood with great fondness.

Event organisers

This event is run by Show Time Attractions bars and catering LTD. Robert Holden is the director of this company and holds the main responsibility of the event please see list of main contacts below.

Event Management Team – Main roles and responsibilities

<i>List main roles (eg event manager & deputy, safety officer, welfare officer, artist liaison, etc)</i>	<i>Name of person responsible</i>	<i>Contact details – mobile & landline numbers, email address, etc.</i>	<i>Brief explanation of the responsibilities of each role</i>
<i>Event organiser</i>	<i>Robert Holden</i>	██████████	<i>Over seeing the whole site and site safty</i>
<i>Event manager</i>	<i>Melody Holden</i>	██████████	<i>Making sure security and marshals are in place</i>
<i>Event security</i>	<i>Rana Graham</i>		<i>Dakota security</i>
<i>Event medical</i>	<i>Dallas Graham</i>		<i>Dakota securiry</i>
<i>Sound enginer</i>	<i>Tbc</i>		<i>Tbc</i>

Tree of responsibility / Chain of command

All issues will be relaid through security/marshals that will be relayed to event management (Melody Holden) to assist in any minor issues. All large issues will then be relaid to event organiser that will make final decision with the well being of the public on site.

All other event staff / volunteers / stewards

<i>Provide names of all other event staff</i>	<i>Provide contact details – mobile and landline numbers, email address</i>	<i>Include specific role if applicable, eg Volunteer co-ordinator</i>

Entertainment

Various types of entertainment may take place at an event. Please provide detail here of the types of entertainment which are planned for your event, including the times and locations.

Entertainment contacts and programme schedule

It is useful to have a log of all contacts and the programme of activities across the site. If the event is over several days, have one for each day.

<i>List all performers, artists, activity providers</i>	<i>Provide contact phone numbers and email addresses</i>	<i>eg stage performance, participatory workshop, walkabout, etc</i>	<i>Performance times and locations</i>

Temporary structures

*Temporary Structures in crude staging and rigging for the bands.
This stage will be assembled by competent and trained personal with a no access to any other person whilst structure is be being set up.and derigged.
All structures will work to the design reviews.*

*The mobile bar will be set up by Show Time Attractions bars and catering LTD.
There will be no access to the area where the bar whilst being set up and derigged for any personnel that is not trained to.erect the bar or derig the bar.*

Bouncy cas

N/A

Fairground rides

N/A

[Redacted]

Noise management

*The event will have a sound engineer on site to monitor the sound levels we will run the event at 70 decibels.
We have also taken into account our neighboring properties so we are facing the stage and speakers away from stoddens road and facing the the stage towards Brent knoll where the nearest house is over 1 mile in that direction.
The sound will be monitored throughout every act and we will also monitor the noise levels on stoddens road to the nearest property to the stage.*

Welfare provision

We will follow the purple guide and use the toilets listed below from Burnham toilet hire

Type and duration of event	Female Toilets	Male T
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, pl

Lost children/vulnerable persons

All our volunteers and security staff will be briefed on this matter we will have access to the changing rooms of the main club house where we will use this for lost children and vulnerable attendees the lost child section will be changing room 2 the vulnerable attendee room will be changing room 1 we have decided to use theses facilities as they are out side of the event site.but near enough to walk too.

Catering and hospitality

Food.is.provided by Show Time Attractions bars and catering LTD.

The.food being offered is burgers hotdogs and chips from the unit.

Event Management will monitor the litter and act accordingly we will have volunteers to pick up rubbish through out the event all though bins will be provided

CCTV

Dakota security use body cameras for their safty and public.safty the event organisers have no access to this without permission from dakota security.

2. Crowd Management

Security/stewarding companies

Stewarding or security staff will be needed for the following types of duties:

- Searching at entrances*
- Badge checking*
- Rapid response*
- Crowd monitoring*
- Emergency evacuation*
- Control and direct the public as required*
- Monitor fire exits and*

Management of attendee numbers

This event is a ticket only event we will scan tickets before public enter the site once tickets are scanned the attendee may move forward for a security bag search

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Vehicle movement on site

Vehicles are only permitted to move around the site at 5mph on set up and derig days

On the event day vehicles must be off site by 1pm and there will be NO movement on the event site until 9am on the following day.

3. Communications

PA system

Detail any PA systems in use at your event. If the entire site is not covered, please detail which parts are not covered and how these areas can be communicated with.

Radio

Use of radios should be considered and details of their use recorded in this plan (for example - who has them and what channel they are being allocated).

Loud hailers

Detail here where loud hailers can be located if in use at the event, and list those trained and confident in use.

Telephone

This section should contain details of any landlines, or any known difficulties with mobile phone networks in the area of the event. It should also detail other alternative communication methods in the event of problems with telephone communication.

Signage and public information

Provide details of any signage or public information facilities being used to direct persons round the site, provide important information eg welfare facilities, first aid points, lost children etc and restrict the public from certain areas if required.



Media handling

Where the event may attract media attention, senior members of the team should be ready and prepared to give statements about the event. Details of persons responsible and statements to be given should be detailed here.

4. Traffic management

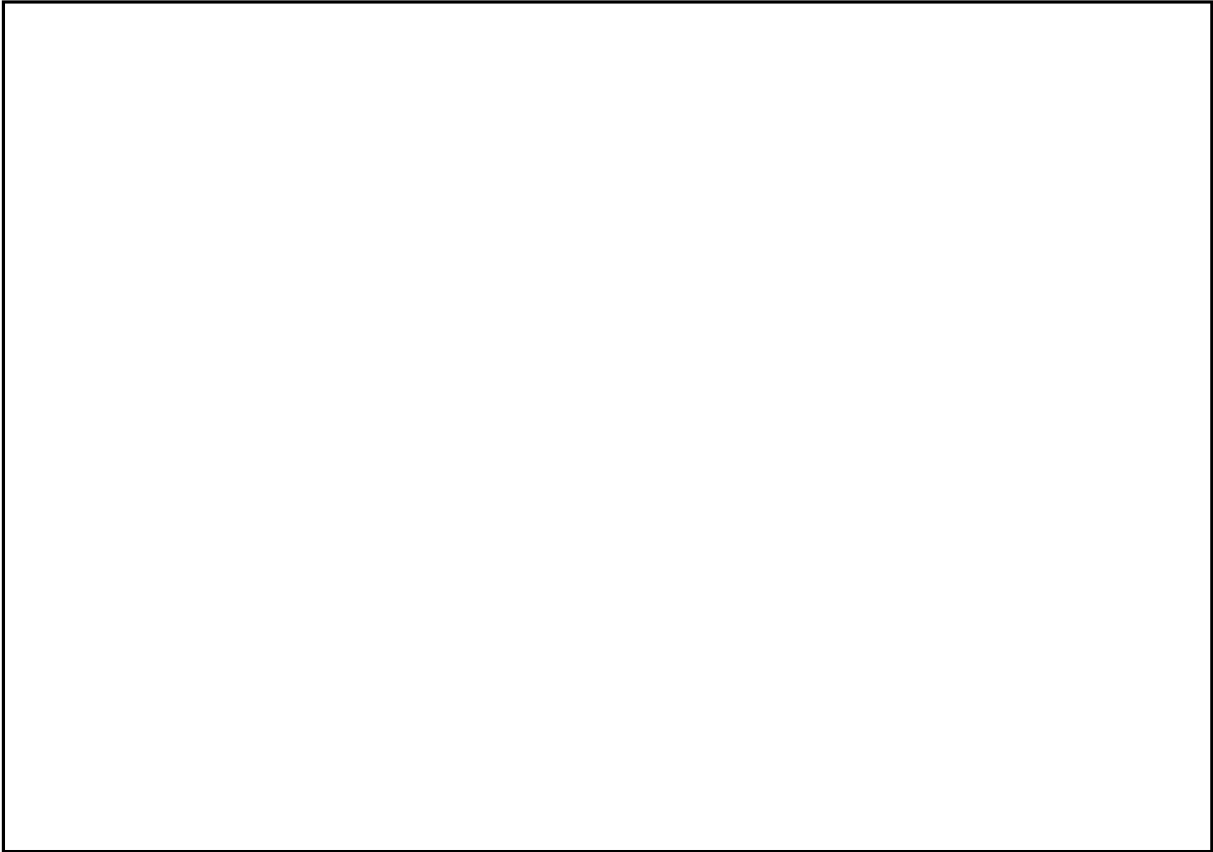
The traffic management of an event is the responsibility of the event organiser. You should liaise with the Highways department, the local Police and any stewarding company involved in managing the road, to write a traffic management and parking plan for the event which aims to promote safe attendance at the event and minimises disruption to the community.

You should enter details of any Temporary Traffic Regulation Orders and signage plans requiring approval by the Highways department eg advanced warning signs.

You should also supply details of any arrangements in place with local public transport companies providing transport to and from the event.

You should also consider any implications for persons attempting to arrive at the venue on foot.

You should also consider the implications for any residents living close to the event site who may be affected by any road closures or parking issues



5. Medical and first aid cover

Details of the First Aid and medical cover for your event should be detailed in this section. There are minimum requirements which must be met, this will depend on the numbers attending your event. Check out [The Purple Guide](#) for guidance or contact West Yorkshire Metropolitan Ambulance Service or a private medical provider such as St John Ambulance for advice.

You should identify where each medical facility/first aid point is located on your site and you may wish to identify this on your site plan.

6. Police

This paragraph should include details of any agreed Police involvement in the event including:

- traffic management of the event*
- police presence on site during the event*
- general notification to the local police force of the event and potential impact*
- counter terrorism advice*

The Police no longer offer support on the day of an event free of charge. They will only undertake their statutory duties so if you want Traffic Management or Police presence at your event for any other reason, it is likely you will be charged for this service. The Police still offer free advice via the Safety Advisory Group or if contacted direct about specific matters, eg counter terrorism advice (see also Section 2 above).

7. Fire risks

Fire risk assessment

A fire risk assessment must be carried out for all locations and details of any risks identified and the way that they are to be managed should be written.

You can outline the approach to the risk assessment here and main issues identified. The full risk assessment could be attached in the appendix

Firefighting equipment

Provide details here of the type, number and location of fire extinguishers and other firefighting equipment to be provided at the event.

Pyrotechnics and special effects

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

8. Risk management

Risk assessments

Showtime attractions are liable for all risk assessments to be completed prior to public entering the event site.

Incident recording

Event Control and dakota have access to a record sheet that any minor/major incident to be recorded this book will be placed in the first aid tent.

This event will be insured by Park insurance for 10m.

This will be in place nearer to the event as it can not be in place 28 days prior the event

Weather

Showtime attractions are responsible for monitoring the forecast.

9. Emergency Incident Management

Extreme weather

In extream weather such as high winds the event will close

Emergency vehicle access

We have an ambulance on site that will be placed at the emergency access this is located at the top of the field straight off the drive way past the caravan park8

Event evacuation plan

The emergency evacuation point is the main carpark in front of the clubhouse. Dakota security have the right to evacuate the site this will be announced on the main stage if required.

10. Appendices

Attach if applicable:

- **site plans**
- **risk assessments**
- **fire risk assessments**
- **medical risk assessment**

and associated event documents to compliment the event plan.