(Name of Organisation)

(Name of Event)

EVENT SAFETY MANAGEMENT PLAN
## Contents

### Introduction

### 1.0 MANAGEMENT AND PLANNING

- **1.1 Policy**
- **1.2 Organisational structure**
- **1.3 Roles and responsibility**
- **1.4 Co-ordination**
- **1.5 Monitoring and review**
- **1.6 Information, instruction and training**
- **1.7 Event profile**
- **1.8 Event programme**
- **1.9 Risk Assessment**
- **1.10 Licensing**
- **1.11 Insurance**

### 2.0 VENUE

- **2.1 Venue location**
- **2.2 Access and Egress**
- **2.3 Delivery vehicles**
- **2.4 Venue or Site Management**
- **2.5 Occupant capacity of the venue**
- **2.6 Venue Infrastructure**
- **2.7 Facilities for people with special needs**
- **2.8 Venue or site specific information and rules**
- **2.9 Toilet facilities**
- **2.10 Waste Management**

### 3.0 EVENT SET UP AND BREAKDOWN

- **3.1 Program of works**
- **3.2 Contracted services**
- **3.3 Due diligence**

### 4.0 EVENT SPECIFIC ARRANGEMENTS

- **4.1 Car parking**
- **4.2 Crown Management**
4.3 Stewarding ................................................................. 14
4.4 Cash handling ............................................................ 14
4.5 Security ........................................................................ 14
4.6 Stage barriers ............................................................. 14
4.7 Pedestrian management barriers ................................. 14
4.8 Stop and search barriers .............................................. 14
4.9 Sound systems ............................................................ 14
4.10 PA announcements and the role of the DJ/MC .......... 14
4.11 Temporary structures ................................................ 14
4.12 Information point ....................................................... 14
4.13 Welfare ...................................................................... 14
4.14 Protocols ..................................................................... 14
4.15 Food .......................................................................... 14
4.16 Alcohol ...................................................................... 14
4.17 Water ......................................................................... 14
4.18 On site camping .......................................................... 14

5.0 COMMUNICATION PLAN ........................................... 15

6.0 TRAFFIC MANAGEMENT PLAN ................................... 16

7.0 EMERGENCY PLANNING ........................................... 17
7.1 First Aid and Medical Emergencies ............................ 17
7.2 Fire and Emergency Evacuation Plan ....................... 18

8.0 INFRASTRUCTURE ...................................................... 19
8.1 Traffic Management .................................................... 19
8.2 Structures ................................................................. 19

9.0 ELECTRICAL SUPPLY AND DISTRIBUTION .............. 20
9.1 Design and power loads .............................................. 20
9.2 Power generation ....................................................... 20
9.3 Mains supply ............................................................. 20
9.4 Distribution ............................................................... 20
9.5 Portable electrical equipment .................................... 20
9.6 Inspection and testing ................................................ 20
9.7 Monitoring ............................................................... 20

10.0 SOUND, NOISE AND VIBRATION .............................. 21

11.0 SPECIAL EFFECTS .................................................... 22
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.1</td>
<td>Pyrotechnics</td>
<td>22</td>
</tr>
<tr>
<td>11.2</td>
<td>Smoke effects</td>
<td>22</td>
</tr>
<tr>
<td>11.3</td>
<td>Stroboscopic lighting effects</td>
<td>22</td>
</tr>
<tr>
<td>11.4</td>
<td>Fireworks</td>
<td>22</td>
</tr>
<tr>
<td>12.0</td>
<td>CONTRACTORS AND PARTICIPANTS</td>
<td>23</td>
</tr>
<tr>
<td>13.0</td>
<td>MERCHANDISING AND PROMOTIONAL DISPLAYS</td>
<td>24</td>
</tr>
<tr>
<td>14.0</td>
<td>INDUCTION AND BRIEFINGS</td>
<td>25</td>
</tr>
<tr>
<td>14.1</td>
<td>Fire and Emergency Procedure</td>
<td>25</td>
</tr>
<tr>
<td>14.2</td>
<td>Inductions</td>
<td>25</td>
</tr>
<tr>
<td>14.3</td>
<td>Pre-event briefings</td>
<td>25</td>
</tr>
<tr>
<td>14.4</td>
<td>Review meetings</td>
<td>25</td>
</tr>
<tr>
<td>14.5</td>
<td>Post event de-brief</td>
<td>25</td>
</tr>
<tr>
<td>15.0</td>
<td>POST EVENT REPORT AND REVIEW</td>
<td>26</td>
</tr>
<tr>
<td>15.1</td>
<td>Date, time and venue</td>
<td>26</td>
</tr>
<tr>
<td>16.0</td>
<td>APPENDICES</td>
<td>27</td>
</tr>
</tbody>
</table>
NOTE:

The headings and text set out in this document are intended as a guide and framework for the development of your event specific plan. It follows the guidance and format set out in the Event Safety Guide, HSG195.

You should seek assistance from a person who is deemed ‘competent’ as described in the Management of Health and Safety Regulations 1999, Regulation 7, in the development of the content of this plan. You may have this expertise within your organisation or business, if not you must seek assistance.

The plan is scaleable and should be developed as it is applicable to your event. Not all sections may apply to your event. The level, depth and complexity of this plan should be proportional to the risks and size of the event. The arrangements for a half-day car boot sale attracting 200-500 people will be different to a 3-day agricultural show attracting 60,000 + people over 3 days.

Your Event Plan is a living dynamic and legal document. You are advised to control the addition or changing, issuing and distribution of its contents through a document control process in line with for example ISO 9000 quality assurance requirements.

It is essential that you consult with your Local Authority at the earliest opportunity when planning an event. They will help co-ordinate consultation with other interested parties to ensure emergency plans and arrangements are fully considered.
INTRODUCTION

Write an introductory paragraph about your event, its purpose and objectives here.
1.0 MANAGEMENT AND PLANNING

1.1 Policy

1.1.1 Include a copy of your organisation’s Health, Safety and Environmental Policies in Event Plan. Attach it as an appendix to this document.

1.1.2 Add any additional comments regarding your Organisation’s policy here.

1.2 Organisational structure

Provide details of the Organisation’s management structure for the event detailing who is responsible for what. This can be done as a list or in the form of an Organogram.

ORGANISER
DIRECTOR
COMMITTEE

Event Manager/Organiser

Safety Volunteers Contractors First Aid

Attach your Organogram in the appendices

1.3 Roles and responsibility

Give details of the specific delegated duties and responsibilities assigned to each role in your Organogram and the competencies required to fulfil these roles. For example:

1.3.1 Event Manager

1.3.2 Secretary

1.3.3 Health and Safety Advisor

1.3.4 Head Steward

1.3.5 Event Security

1.3.6 First Aid

1.3.7 Technical

1.4 Co-ordination
1.4.1 Detail the arrangements you have made in respect of meetings and liaison for all ‘interested’ parties involved with or affected by the event. Local Authority, Police, Fire & Rescue, Ambulance, Venue provider, Residents and others.

1.4.2 Detail the arrangements you have made for the consultation with employees and volunteers on matters that affect their health and welfare.

1.4.3 What arrangements have you made for employees and volunteers to be able to report their concerns or observations regarding health safety and welfare issues?

1.5 Monitoring and review

1.5.1 Detail how you will monitor the effectiveness of the safety arrangements you have developed in this plan and implemented for this event.

It is important to remember that whilst your event will be monitored by external agencies, for example the Environmental Health and Police, it is your responsibility to ensure compliance with relevant safety legislation throughout all phases of the event.

1.5.2 What are the arrangements you have made to regularly review the effectiveness of the safety arrangements you have developed in this plan and implemented before, during and after this event? When will these reviews take place?

1.6 Information, instruction and training

In order to ensure that any ‘work’ task is carried out safely the law requires that any person carrying out the task is competent, having sufficient knowledge and training to be able to carry out that task without risk of injury or ill health to themselves or causing injury or ill health to others.

1.6.1 How will you ensure that employees and volunteers are competent and suitably trained for the work you are asking them to do? Work includes any task related to the setting up, running or breaking down of the event.

1.6.2 How will you ensure that the employees and volunteers working on your event are adequately trained provided with information about the tasks you require them to do and have been given proper instruction and supervision?

1.7 Event profile

1.7.1 Describe the mix your audience, visitors who will be attending the event will be made up of; provide information and data to support this. (Sex, age, ethnic group, social, groups, family, individuals, rivals, supporters)

1.7.2 Detail the opening and closing times for the event.

1.7.3 Will alcohol be consumed at the event? If yes, provide details of the arrangements for the sale and control of its consumption.
1.7.4 *Indoors or out or both?*

1.7.5 *Time of year and potential weather impact.*

### 1.8 Event programme

1.8.1 *The work schedule for the set up and breakdown and clean up of the event showing the time line and work packages of all contractors and personnel should be attached to the appendices of this document.*

1.8.2 *Attach the Event Programme to the appendices of this document. This programme shows what is happening and when during the times the event is open for visitors and guests.*

### 1.9 Risk Assessment

Risk assessment is the analytical process that is used to identify hazardous activities or situations that could injure someone, make them ill or cause loss.

See [http://wwe.hse.gov.uk/pubns/indg163.pdf](http://wwe.hse.gov.uk/pubns/indg163.pdf) the five steps to risk assessment guidance leaflet.

1.9.1 *The general and specific risk assessments for this event should be attached to this document in the appendices*

These assessments must record the general risks you have identified as associated with your event. It is important to understand that these assessments form the beginnings of your legal defence in the event something goes wrong.

*The various headings throughout this Management Plan should form the basis of those areas that your Risk Assessments should be considering.*

1.9.2 *The risk assessments are dynamic documents and must be continuously developed and updated through all phases of the event as necessary to record any changes, developments or improvements following failures.*

More importantly any changes identified by the risk assessment must be translated into safe systems of work and the method statements amended to reflect this. These method statements must have sufficient information within them to ensure those people who need to follow them, know exactly what to do and be able to turn your written intentions into reality.

1.9.3 *Photographs of site or task specific hazards should be listed below:*

*Photo 1 Title*

### 1.10 Licensing

1.10.1 *Details of the Premises Licence or Temporary Event Notice(s) applied for and granted. If a Premises Licence application is to be submitted, your completed Event Safety Management Plan should form part of the operating schedule.*
1.10.2 Statement of Intent from West Lancashire Borough Council's Safety Advisory Group.

1.10.3 The Statement of Intent is a record of the resources and commitment or involvement that any member agency of the Safety Advisory Group has made in respect of your event.

1.11 Insurance
2.0  VENUE

2.1  Venue location

2.1.1 Address

2.1.2 Location maps

2.2  Access and Egress

2.3  Delivery vehicles

2.3.1 Delivery and collection policy and arrangements

2.3.2 Arrival and marshalling

2.3.3 Reversing

2.3.4 Parking

2.3.5 Unloading

2.3.6 Lifting operations

2.4  Venue or Site Management

2.4.1 Venue Management Structure

2.4.2 Venue Policy & Procedures

2.4.3 Contact information

2.4.4 Co-ordination and liaison arrangements

2.5  Occupant capacity of the venue

2.6  Venue Infrastructure

2.6.1 Site layout drawings

2.6.2 Utility drawings

2.7  Facilities for people with special needs

2.8  Venue or site specific information and rules

2.9  Toilet facilities

2.9.1 Assessment of requirement

2.9.2 Provisioning
2.9.3 Location of facilities

2.9.4 Risk assessments

Where a contractor is employed to deliver this service the risk assessment and method statements must be provided by the contractor. As the event organiser you must ensure that the following have been provided:

2.9.4.1 Venue/Site specific risk assessment and method statement for the installation, servicing and removal of temporary toilet facilities.

2.9.4.2 Chemical hazard and use risk assessment and method statement.

2.9.4.3 Biological hazard risk assessment and method statement.

In addition, for portable toilets:

2.9.4.4 Manual handling assessment.

2.9.5 Servicing

2.9.6 Disposal of effluent

2.9.7 Environment protection

2.10 Waste Management

2.10.1 Details of waste transfer and disposal arrangements.

2.10.2 Details of litter picking.

2.10.3 On site collection and storage.

2.10.4 Re-use and recycling of waste.
3.0 EVENT SET UP AND BREAKDOWN

3.1 Program of works

3.2 Contracted services

3.3 Due diligence

Copies of contractor's Insurance, Risk Assessment and Method Statements must be obtained and should be included in the appendices.
4.0 EVENT SPECIFIC ARRANGEMENTS

In this section insert the details of the arrangements you have made in respect of each subject. If you have additional subjects add additional items. Include in this section, for example, maps, drawings, guidance notes, training records, costs, quotes, letters, risk assessments and method statements.

4.1 Car parking

4.2 Crown Management

4.3 Stewarding

4.4 Cash handling

4.5 Security

4.6 Stage barriers

4.7 Pedestrian management barriers

4.8 Stop and search barriers

4.9 Sound systems

4.10 PA announcements and the role of the DJ/MC

4.11 Temporary structures

4.12 Information point

4.13 Welfare

4.14 Protocols

4.15 Food

4.16 Alcohol

4.17 Water

4.18 On site camping
5.0 COMMUNICATION PLAN

Details of how the event will be promoted both locally and to the community at large, how communication will be established throughout the event generally and at times of any emergency.
6.0 TRAFFIC MANAGEMENT PLAN

Showing traffic flows, signage, standby/marshalling and emergency routes (linking also to car parking, deliveries and ongoing servicing).
7.0 EMERGENCY PLANNING

7.1 First Aid and Medical Emergencies

7.1.1 First Aid Contractor

You must provide the First Aid Contractor with a copy of your Event Plan containing at the very least:

- Your risk assessment
- A plan of the venue
- A program of events
- Details of any specific risks or activities

You must include in this Event Plan, copies of the First Aid Contractor's:

- Certificate of competence for all first aiders employed for the event
- Their Public Liability Insurance
- Their Medical Risk Insurance

7.1.2 First Aid Risk Assessment

The First Aid Contractor must determine the first aid requirements for this event by undertaking an event and venue specific First Aid Risk Assessment that takes into account all the information provided by the Event Organiser about the event. This First Aid Risk assessment should be attached to the appendices.

7.1.3 First Aid Plan

A detailed First Aid Plan that contains details of Equipment, Resources and Staffing schedules is required.

7.1.4 NHS Notification

It is good practice to notify the nearest Accident and Emergency Hospital and the NHS Ambulance service that there is a very large event taking place. This enables A&E & Ambulance Service Managers to ensure they have adequate resources in place if an incident were to happen.

7.1.5 Command and control for First Aid and Medical Emergencies

7.1.6 Communications for First Aid and medical emergencies

7.1.7 Location of First Aid facilities

7.1.8 Ambulance transfer points

7.1.9 Accident & Emergency Hospital location

The nearest Accident and Emergency Hospital is:
The travel distance and time from the venue is:

7.2 Fire and Emergency Evacuation Plan

7.2.1 Command and control

7.2.2 Fire Prevention

7.2.3 Raising the Alarm

7.2.4 Fire Fighting

7.2.5 Evacuation Plan

7.2.6 Primary muster point

The main assembly point is located at:

7.2.7 Secondary muster point

A secondary muster point may be required if advised by the Police that the incident is a disorder, security, terrorist or bomb threat. The location of the secondary muster point is subject to the circumstances of the incident and will usually involve Police co-ordination.

7.2.8 Event specific fire risk assessment.

This shall be attached to the appendices of this plan.

7.2.9 Fire Station Location
8.0 INFRASTRUCTURE

8.1 Traffic Management

8.1.1 Traffic management Plan

8.1.2 Sign Schedule

8.1.3 Contractor’s details

8.1.4 Authorisations for working on the highway

8.1.5 Permissions for advertising signs to be placed on or near the highway

8.2 Structures
9.0 ELECTRICAL SUPPLY AND DISTRIBUTION

9.1 Design and power loads

9.2 Power generation

9.2.1 Fuel

9.2.2 Fire

9.2.3 Earthing

9.2.4 Isolation

9.2.5 Environmental protection

9.3 Mains supply

9.4 Distribution

9.5 Portable electrical equipment

9.6 Inspection and testing

9.7 Monitoring
10.0 SOUND, NOISE AND VIBRATION

10.1 On site - It is accepted that excessive noise causes hearing damage. However, it is also accepted that part of the customer experience at music events is to be able to hear and feel the ‘music’.

To this end and to ensure a balance is struck between these conflicting requirements, detail the arrangements that have been made to ensure that people working at the event are protected against the effects of excessive noise. Further information on the protection of employee hearing at events can be found at www.soundadvice.info/ or via the HSE.

10.2 Off site - You are strongly recommended to consult with Environmental Health and the Police at a very early stage to determine their requirements regarding permissible hours and your proposals to mitigate the noise impact upon the local community. All agreed operating conditions should be detailed here.
11.0 SPECIAL EFFECTS

11.1 Pyrotechnics

11.2 Smoke effects

11.3 Stroboscopic lighting effects

11.4 Fireworks

See http://www.hse.gov.uk/explosives/fireworks/using.htm and HSE Guide HS (G) 123 – Working together on firework displays
12.0 CONTRACTORS AND PARTICIPANTS

12.1 Provide details of contractors, performers, voluntary organisations and others involved in the event. Describe their roles and responsibilities, scope of their involvement. Attach as appendices and include any other relevant information. You must have copies of their site-specific risk assessments and method statements for the work they will be doing for you and copies of their insurance details in the event plan.

12.2 Principle Contractor

A principle contractor is a main contractor or organisation that you have appointed to oversee a large part of the work. In many respects the build up and breakdown of an event is like working on a construction site and many of the management and co-ordination principles found on a construction site apply.

12.3 Other contractors:

Contractors could be employed for many aspects of the event for example:

Marquees, Catering, Electricians, Toilets, Waste, Crowd Control, Security, Communications, Temporary Access, Fencing, First Aid, etc.
13.0 MERCHANDISING AND PROMOTIONAL DISPLAYS
14.0  INDUCTION AND BRIEFINGS

14.1  Fire and Emergency Procedure

14.2  Inductions

14.3  Pre-event briefings

14.4  Review meetings

14.5  Post event de-brief
15.0 POST EVENT REPORT AND REVIEW

15.1 Date, time and venue

15.2 The purpose of the review meeting is to jointly discuss and review the event with a view to continuous improvement. If the event is one that is to be repeated, the post event review is essential.

15.3 Attach the post event report notes as an Appendix.
16.0 APPENDICES

List them and attach