# Event Management Plan

As an Event Organiser you are responsible for:

* Informing your local authority of your event
* Seeking permission of the relevant land owner
* Submitting the relevant documentation to your local authority in a timely manner
* Ensuring the overall safety at your event as far as reasonably practicable
* Ensuring that health and safety arrangements in place to control risks
* Ensuring the competence of staff at your event to undertake their roles safely
* Checking all insurance documents, risk assessments and methods of work for contractors, stall holders, caterers etc (these documents may also be requested by your local authority)
* The Health, Safety and Welfare of all members of staff, contractors and members of the public attending your event

**Disclaimer:** This template is a guide only. It does not necessarily include all the information that may be relevant to your event. The local authority is not responsible for the lack of any information that may not be submitted with this application.

**What happens to my event information?**

Your event proposal form, event management plan, site plan, risk assessment and public liability certificate will be collated by Chorley Council and may be sent to the Events Safety Advisory Group for review, if applicable. The Events Safety Advisory Group consists of representatives from various departments at Chorley Council, Lancashire Fire and Rescue, Lancashire County Council highways and Lancashire Police. Your information will not be passed on to any other party without your prior consent.

**Event Organiser Details**

| **Event Organiser** |  |
| --- | --- |
| **Organisation** |  |
| **Contact telephone number** |  |
| **Name of event** |  |
| **Location of event** |  |
| **Date of event** |  |
| **Set up and take down dates** | Set up from: |
|  | Take down until: |

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**1. Event Overview**

**Event overview**

| *Please provide a description of your event* |
| --- |
|  |

*Please provide the following* information about your event

| **Event start time** |  |
| --- | --- |
| **Event end time** |  |

**Event itinerary**

*Please provide timings of your event including any set up timings and break down timings*

| **Date / Time** | **Action** |
| --- | --- |
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**Programme of activities**

*Please provide the timings of activities for the event day(s)*

| **Time** | **Activity** |
| --- | --- |
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**Event Management**

**Roles, responsibilities and contact details on event day(s)**

*Please provide a brief description of the roles for event staff and their main responsibilities*

*including event set up and breakdown.*

***Please note:*** *the role of stewards is covered in a specific section later on in the document so there is no need to complete the role of stewards in this section.*

| **Name** | **Role** | **Responsibilities** | **Contact No** |
| --- | --- | --- | --- |
|  | Event Manager |  |  |
|  | Site manager |  |  |
|  | Stage manager |  |  |
|  | Steward coordinator |  |  |
|  | Traffic/parking manager |  |  |
|  | Health and safety |  |  |
|  |  |  |  |
|  |  |  |  |

**Crowd management**

| *Please provide detail on how you will manage the crowd at your event* |
| --- |
| **What type of audience is your event aimed at?** |
|  |
| **Is your event ticketed? If yes, what arrangements are in place for this?** |
|  |
| **How will you manage capacity?** |
|  |
| **How will you manage access and egress of the crowd?** |
|  |

**Advertising**

| *Please provide details of how you will advertise your event* |
| --- |
| **How and where do you plan to advertise your event?** |
|  |
|  |
| **Will the media be in attendance and if so how will you handle them?** |
|  |
| **May we use the details supplied here for publicity purposes or to give to interested parties?** |
| 1. Yes / No (please delete as appropriate) 2. If yes, which name and contact details may we release? Please provide full contact details. |

**2.** **Site Management**

**Contractor management**

*Please provide details of any contractors that will be involved with your event*

*Please ensure that you check any safety documentation of contractors that you hire.*

| **Company’s contact details** | **What are they providing/doing?** |
| --- | --- |
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|  |  |
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**Sale of Alcohol**

*If you have the sale of alcohol at your event, please provide details of the arrangements made for managing this. Please contact the licensing department at Chorley Council as you will require a temporary events notice.*

|  |
| --- |

| **Catering requirements (food, drink, water)**  *For each catering supplier/food stall that you have attending your event, please provide the following information for each:*   * *Name of Business* * *Address of Business* * *Contact telephone number* * *Name of local authority that they are registered with* * *National food hygiene rating (if available)* |
| --- |
|  |

**Traders**

*Please provide details of any traders/commercial traders and charity stalls that will be at your event*

*Please ensure that you check any safety documentation of trader.*

| **Name of Organisation** | **Concession Type** |
| --- | --- |
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**Fencing** **and/or barriers**

| *Please tell us if you plan to use any fencing and or barriers at your event including their location and when they will be put in place* |
| --- |
|  |

**Electricity****, water, gas supply and generators**

| *Please tell us if you plan to use electricity, water and or gas supply at your event. If so, please tell us where these will be sourced and the processes in place to manage these.*  *Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids.* |
| --- |
|  |

**Temporary structures**

| *Please list any temporary structures that you will have at your event and where they will be located*  *e.g. gazebos, marquees, staging* |
| --- |
|  |

**Fire safety**

| *Please ensure that you have considered aspects related to fire safety at your event and provide detail here including means of escape and means of giving warning in case of a fire or emergency* |
| --- |
|  |

**Temporary Events** **Notice**

**IMPORTANT:**

**Licensable activities at your event such as the sale and supply of alcohol, the provision of late night refreshments to the public and regulated entertainment may require a temporary event notice (TEN). A temporary event notice is a notification to the licensing authority than an individual intends to carry on licensable activities for a period not exceeding 168 hours.**

**A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licences in place.**

**Please contact Chorley Council’s licensing service on 01257 515151 or view more information on** [**licensing**](https://chorley.gov.uk/article/916/Licensing) **on our website.**

**Musical Entertainment**

| *Please tell us what entertainment you have arranged for your event i.e. Live music with amplification*  *If you have live music you may require a Temporary Events Notice*  *You will also need to consider noise management* |
| --- |
|  |

**Attractions**

*Please provide details of any attractions that will be at your event*

*e.g. inflatables, funfair/children’s rides, fireworks*

*For these attractions you will need to obtain copies of their public liability insurance, their risk assessment and method statement. For rides you will also need the name of each ride and their corresponding ADIPS number and certification (Amusement Device Inspection Protection Scheme)*

| **Name, address and telephone number of organisation** | **Attraction and ADIPS number if applicable** |
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**Medical and first aid cover**

| *Please provide details of the medical provider and resources that you have arranged to be at your event* |
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**Public health and welfare**

| *Please provide details of the arrangements you have made for the following* |
| --- |
| **Toilet facilities** *Please provide details of sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance*  *Please bear in mind the opening times of public facilities. There may be a charge if toilets are required outside normal opening times.* |
|  |
| **Waste disposal**  *Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As the event organiser you are responsible for arranging the disposal of waste* |
|  |
| **Noise management**  *Please provide details of the arrangements made for minimising noise disruption at your event* |
|  |

**Accessibility**

| *Please ensure that you have considered aspects to make your event accessible and provide detail here. e.g.* Accessible toilets provided, Accessible parking, Ramped access |
| --- |
|  |

**Steward** **and marshal management**

| *Please provide details of the numbers of stewards and marshals at your event and the arrangements you have made for them* |
| --- |
| **Roles and responsibilities of stewards and marshals** |
|  |
| **Location and positioning** |
|  |
| **Who are your marshals and how many are there?** |
|  |
| **Will you be using SIA qualified security staff? If so, what will their role be?** |
|  |
| **How will your stewards/marshals be trained?** |
|  |
| **Please provide a copy of the information that will be given to stewards and marshals (briefing document)** |
|  |
| **How will the event team and the stewards/marshals (including traffic marshals) communicate with each other on the day of the event?** |
|  |

**3. Incident Management**

**PLEASE NOTE: do not assume that the emergency services will attend your event other than in an emergency. Your event must be managed without the support of the emergency services, even if they have agreed to attend as they may be called away to an emergency elsewhere. The police generally do not provide support to any element of your event other than in an emergency.**

**Welfare of children**

| *Please provide details of how you would deal with a lost or found children or vulnerable person* |
| --- |
|  |

**Incident reporting and investigation**

| *Please provide details of the system you have in place for reporting and recording accidents and incidents at your event* |
| --- |
|  |

**Communication with the public**

| *Please provide details of how you will communicate with members of the public on the day of the event* |
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|  |

**Emergency Plans**

**Please note that it is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to Lancashire Police. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.**

**It is important that you set out your procedures carefully and brief all event staff, contractors and volunteers so that they are clear and widely understood. In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.**

| *Please provide details of your emergency plan for the event* |
| --- |
| **Who is responsible for determining that an incident is now an emergency and will take responsibility for decisions?** |
|  |
| **Who will report this to the emergency services?** |
|  |
| **What systems do you have in place to contact the local emergency services?** |
|  |
| **Who will liaise with the emergency services when they get to the site?** |
|  |
| **What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?** |
|  |
| **Who will be responsible for crowd control?** |
|  |
| **How would you evacuate your event? What steps would you take?** |
|  |
| **How will you communicate this instruction to your audience?** |
|  |
| **What are your contingency plans for adverse weather? Please include areas where cars will be parked.** |
|  |
| **Please provide details of emergency signage that will be used** |
|  |

**4.** **Traffic Management**

**Traffic and parking management**

**If an event includes a street party, a parade, a procession, a carnival or other festival Chorley Council can temporarily close the roads using its powers under the Town and Police Clauses Act 1847. Some other types of events such as sporting events or large scale events may require a Temporary Traffic Regulation Order from Lancashire County Council under the Road Traffic Regulation Act 1984.**

**If Chorley Council is not able to issue a Road Closure Order under its statutory powers, it is the responsibility of the event organiser to ensure they have the necessary Temporary Traffic Regulation Order from Lancashire County Council and are able to provide a copy to Chorley Council on demand, for any events on the highway.**

**A road closure application will need to be made to the relevant council at least 16 weeks prior to the event.**

| *Please complete the following using the information that you have provided in your road closure application.* |
| --- |
| **Please give precise locations of all roads that need to be closed for your event and how the road closures will be managed** |
|  |
| **If your event involves road closures, is it necessary to have a diversion route. If yes, please provide details of the route here.** |
|  |
| **In the interest of pedestrian safety, how will pedestrians interact with vehicle movement?** |
|  |
| **What is the best route for traffic to take in order to get to your event?** |
|  |
| **What is the best and safest route for traffic to exit your event?** |
|  |
| **What have you done to liaise with and inform local residents and businesses about the impact to local roads?** |
|  |
| **Can people enter your event without causing an obstruction on the road?** |
|  |
| **Have you considered the impact that your event will have on public transport? Have you informed your local bus company?** |
|  |
| **Please provide details of parking arrangements including the location, number of spaces and how the area will be managed for:**   * **event staff, stewards, contractors, traders and other relevant staff** * **members of the public** |
|  |
| **If you are using a signage contractor, please provide details here.** |
|  |
| **If you are providing signage yourself, you will need to seek permission from Lancashire County Council. Please provide details of your signage here.** |
|  |

**Appendices**

**Site Map**

*Please provide a site map of your event site*

**Risk Assessment**

*Please complete an event specific risk assessment*

**Public Liability Insurance**

*Please provide a copy of your public liability insurance certificate (for a minimum of £5 million)*