|  |  |
| --- | --- |
| 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 are 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
* Informing the Performing Rights Society if you have live music at 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 any lack of information not submitted with this application.

**Privacy Statement**

**Your personal information is required for administration** purposes. Your local authority is committed to protecting your privacy and fulfilling its obligations under UK data protection laws. The Local Authority may use this data in order to inform you of its activities and/or improve its services in relation to the subject matter only, but will not sell, rent, distribute or otherwise make your data commercially available to any third party, unless it is required to by a court order or to comply with other legal requirements.

**What happens to my event information?**

Your event notification form, event management plan, site plan, risk assessment and public liability certificate will be sent to the Events Safety Advisory Group for review. The Events Safety Advisory Group consists of representatives from various departments at your local authority, Kent Fire and Rescue, KCC Highways, Kent Police and other emergency services. Your information will not be passed on to any other party without your prior consent.

| **Contents** |
| --- |
| **1. Event Overview** |
| **2. Site Management** |
| **3. Incident Management** |
| **4. Traffic Management Plan** |

*Please type your answers into the white boxes*

**Event Organiser Details**

|  |  |
| --- | --- |
| **Event Organiser Name** |  |
| **Organisation** |  |
| **Contact Telephone Number** |  |
| **Email Address** |  |
| **Name of Event** |  |
| **Location of Event** |  |
| **Date of Event** |  |
| **Contact Telephone Number on day of the event** **(if different to above)** |  |

**1. Event Overview**

**1.1 Event Overview**

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

|  |
| --- |
| Please provide the following information about your event |
| **Event start time** |  |
| **Event end time** |  |

**1.2 Event Itinerary**

|  |
| --- |
| Please provide timings of your event including set up and break down timings |
| **Date / Time** | **Action** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**1.3 Programme of Events**

|  |
| --- |
| Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances) |
| **Time** | **Activity** |
|  |  |
|  |  |
|  |  |
|  |  |

**1.4 Event Management**

**Roles and Responsibilities on Event Day (s)**

|  |
| --- |
| Please provide a brief description of the roles of event staff and their main responsibilities.There may be other roles that are not listed here that are applicable to your event. Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section |
| **Role** | **Responsibilities** |
| Event Organiser  |  |
| Event Manager |  |
| Site Manager |  |
| Health & Safety Officer |  |
| Arena/stage Manager |  |
| Steward Coordinator  |  |
| Press and PR coordinator |  |
| Other |  |

**1.5 Crowd Management**

|  |
| --- |
| Please provide details on how you will manage the crowd at your eventPlease note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section |
| **Is your event ticketed? If yes, what arrangements are in place for this?** |
|  |
| **How will you manage capacity at your event?** |
|  |
| **How will you manage the access and egress of the crowd?** |
|  |

**1.6 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

 1. If yes, which name and contact details can we release?
 |

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

**2.1 Contractor Management**

|  |
| --- |
| Please provide details of any contractors that will be involved with your eventPlease ensure that you check any safety documentation of contractors that you hire |
| **Company** | **What are they providing/doing?** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**2.2 Traders**

|  |
| --- |
| Please provide details of any traders/commercial traders and charity stalls that will be at your eventPlease ensure that you check any safety documentation of traders |
| **Name of Organisation**  | **Concession Type** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Sale of Alcohol** If you are selling alcohol at your event, how are you managing this? Please contact the licensing department at your local authority 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:* Name of Business
* Address of Business
* Contact telephone number
* Name of local authority that they are registered with
* National food hygiene rating (if available)
 |
|  |

**2.3 Fencing** **and/or barriers**

|  |
| --- |
| Please tell us if you plan to use any fencing and or barriers at your event including the type and their locationPlease ensure that you check any safety documentation of contractors that you hire. |
|  |

**2.4 Electricity****, Water, Gas Supply and Generators**

|  |
| --- |
| Please tell us if you plan to use electricity, water, gas supply or other flammable liquids 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. Please ensure that you check any safety documentation of contractors that you hire. |
|  |

**2.5 Temporary Structures**

|  |
| --- |
| Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, stagingPlease ensure that you check any safety documentation of contractors that you hire. |
|  |

**2.6 Fire Safety**

|  |
| --- |
| Please ensure that you have considered aspects related to fire safety at your event and provide detail herePlease ensure that you check any safety documentation of contractors that you hire. |
|  |

**2.7 Temporary Events** **Notice**

|  |
| --- |
| **IMPORTANT NOTE:****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 that 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 your local licensing department for more information.** |

**2.8 Musical Entertainment**

|  |
| --- |
| Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you manage noise disturbance and potential complaints.**Important notes:*** If you have live music you may require a Temporary Events Notice.
* It is your responsibility to inform the Performing Rights Society ([www.prsformusic.com](http://www.prsformusic.com)) if you are having live music at your event.
* Please ensure that you check any safety documentation of contractors that you hire.
 |
|  |

**2.9 Attractions**

|  |
| --- |
| Please provide details of any attractions that will be at your event e.g. inflatable’s, funfair/children’s rides, fireworksFor these attractions make sure that you see a copy of the provider’s public liability insurance, risk assessment and method statement. For rides we will also need the name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme)Please ensure that you check any safety documentation of contractors that you hire. |
| **Name, address and telephone number of organisation**  | **Attraction and ADIPS number if applicable**  |
|  |  |
|  |  |
|  |  |
|  |  |

**2.10 Medical and First Aid Cover**

|  |
| --- |
| Please provide details of the medical provider and resources that you have arranged to be at your event including their location (i.e. number of first aiders, doctors, ambulances etc.) |
|  |

**2.11 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 (check with your local authority). If inadequate provisions are available this can lead to a risk of a disruption to public order and safety.  |
|  |
| **Waste Disposal**Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As you the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor. The local authority is NOT responsible for arranging waste disposal at your event.  |
|  |
| **Noise Management** Please provide details of the arrangements made for minimising noise disruption at your event, particularly if you are having live, amplified music. A noise checklist for event organisers and information on noise consultants can be found on your local authority website.  |
|  |

**2.12 Accessibility**

|  |
| --- |
| Please tell us how you have made your event accessible and provide details here. e.g. Accessible toilets provided, Accessible parking, Ramped access |
|  |

**2.13 Steward** **and Marshal Management**

|  |
| --- |
| Please provide details of the arrangements you have made for stewards at your event |
| **What are the roles and responsibilities of your stewards?** |
|  |
| **Where will they be positioned and why?** |
|  |
| **Who are your stewards? How will they be identified?****We do not require names, just where you have recruited them from.**  |
|  |
| **Will you be using Security Industry Authority (SIA) qualified security staff? If so, what will their role be?**  |
|  |
| **How will your stewards be trained?** |
|  |
| **When will your stewards be briefed?****Please provide a copy of the information that will be given to Stewards (briefing document)** |
|  |
| **How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?**  |
|  |

**3. Incident Management**

|  |
| --- |
| **IMPORTANT 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. Do not refer to Kent Police throughout this document. They cannot provide support to any element of your event other than in an emergency and even in this instance their first port of call would be your contingency plans.**  |

**3.1 Welfare of Children**

|  |
| --- |
| Please provide details of how you would deal with a lost or found child or vulnerable person at your event. Please include the following:What is your procedure?Who is the designated person in charge of this?Where is the rendezvous point?How will announcements be made? |
|  |

**3.2 Incident Reporting and Investigation**

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

**3.3 Communication with the Public**

|  |
| --- |
| Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency. It is advisable to have emergency messages scripted before the event for use on the day  |
|  |

**3.4 Emergency Plans**

|  |
| --- |
| **IMPORTANT NOTE:****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 Kent 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  |
| **It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the ‘what if’s’ at your event (i.e. contingency planning).****What are your contingency plans for situations, such as:****Need for evacuation, fire, power failure, collapse of a temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, key location becomes unavailable, cancellation prior to or during?****This is not an exhaustive list and the specific nature of your event will suggest others.**  |
|  |
| **At your event, who will be responsible for determining that an incident is now a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control?**  |
|  |
| **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 during an incident?**  |
|  |
| **If required, how would you evacuate your event? What steps would you take?**  |
|  |
| **How will you communicate the evacuation instruction to your audience?** |
|  |
| **Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)** |
|  |

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

**4.1 Traffic Management**

|  |
| --- |
| Please answer the following questions in detail regarding traffic management at your event |
| **Is your event taking place on or off the Highway?** |
| [ ]  On the Highway [ ]  Off the Highway |
| **What is the best route for traffic to take in order to get to your event? How will this be communicated?** |
|  |
| **What is the best and safest route for traffic to exit your event? How will this be communicated?** |
|  |
| **In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Please include information about how they will cross open roads safely.** |
|  |
| **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?** |
|  |
| **How have you considered the impact that your event will have on public transport? Have you informed your local bus/rail/taxi company?**  |
|  |
| **Are you requesting any parking suspensions as part of your event?****If yes, please complete the information below.** **If you do not include ALL of this information your request cannot be considered.**  |
| Location (street name/car park)  |  |
| Number of spaces  |  |
| Intended use for the parking spaces |  |
| Start time of suspension |  |
| End time of suspension |  |
| **If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.**  |
|  |
| **If you are providing off-road parking, please complete the information below:** **Please note: any parking areas must be stewarded at all times. You may be asked to provide a parking plan.**  |
| Location |  |
| Number of spaces |  |
| How will the area be managed?  |  |
| **If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.** |
|  |

**4.2 Road Closures**

If your road closure request is granted under the Town Police Clause Act, your local authority will produce the road closure order once it has been approved by KCC Highways. This may involve a charge. Speak to your local authority for more information.

If made under the provisions of the Road Traffic Regulation Act 1984 the road closure notices will be produced by KCC Highways. This will involve a charge.

|  |
| --- |
| **IMPORTANT NOTE:****Before a road closure can be considered the following documents MUST be submitted to your local authority along with this plan and approved by KCC Highways Authority:** * **A copy of valid Public Liability Insurance (£5 million minimum)**
* **Health and Safety Risk Assessments**
* **Signage Schedule (Map and indication of where signs will go)**
* **Plan of diversion route (if applicable)**

**Please note KCC Highways require 12 weeks’ notice of any road closures for coordination purposes.**  |

|  |
| --- |
| Please answer the following questions in detail regarding any road closures at your event |
| **Are you applying for a road closure as part of your event?** |
| [ ]  Yes [ ]  No  |
| **Please list ALL roads that you wish to close for your event below:** |
|  |
| **What is the duration of the closure? Please be realistic with timings.**  |
|  |
| **Is it necessary to have a diversion route? If yes, please provide details of the route here.**  A diversion plan will need to be submitted to your local authority. |
|  |
| **Who is providing your signage for the road closure?** **If you are using a signage contractor, please provide their details here.**Please ensure you check their public liability insurance. A copy of the signage schedule produced by the contractor must be provided to the local authority.**If you are providing signage yourself, please provide a signage schedule and a Health and Safety risk assessment for working on the highway.** |
|  |

**Appendices**

**i. Site Map**

Please provide a site map of your event site

**ii. Risk Assessment**

Please complete an event specific risk assessment including a fire risk assessment

**iii. Public Liability Insurance**

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

**iiii. Road Closure Documents (if applicable)**

* A copy of valid Public Liability Insurance (£5 million minimum)
* Health and Safety Risk Assessments including reference to risks on the Highway
* Signage Schedule (Map and indication of where signs will go)
* Plan of diversion route (if applicable)