



Event Management Plan

Guidance, resources and
template to help plan your
event(s).



How to use this template v 1.2

This template is provided as guidance to help you write an Event Management Plan, (EMP). It is not an exhaustive list of everything you will need to consider.

The Event Management Plan (EMP) is an essential document for the safe running of your event and should be used as the backbone for all event planning where all aspects of the event are covered and run too.

The landowner should request or be supplied with a copy of this document.

It is the **responsibility of the event organisers** to ensure all safety aspects for their event are covered and all the relevant documentation is in place, even if they are not mentioned here.

How to complete your Event Management Plan:

1. **Red text** is there to advise, if it is relevant to the event, it needs to be adapted to reflect the event and then changed to black.
2. Red text that is not relevant should be deleted.
3. Content of the black text is there to help and can be amended as needed.
4. If there is not a relevant subject/section for your event, then add as required.
5. If a section is not relevant, do not delete just add Not Applicable or N/A.
6. Amend the contents page in accordance with your final Plan.
7. Add page numbers to the contents page and change from Red to Black
8. This is a working document that you will need to add to as your event evolves. Always remember to update the version number and date to ensure you are always working with the most up to date version.
9. Once your document is complete then delete this page, any remaining green text and the following two pages of useful web links before publishing.

This template is to be completed working in conjunction with relevant legislation and guidance, please see the descriptor and click on Hyperlinks below for suggested reading and actions as required –



Resources

[The Purple Guide](#) - Events Industry guidance on running safe events, this is essential reading for any event organisers.

[The Green Guide](#) - Guide to safety at sports grounds. A Sports Grounds Safety authority guide

[Health & Safety Executive](#) (HSE) - Home page, for given subjects use search bar.

[Managing Crowd Safety](#) - HSE document.

[Organising Firework displays](#) - HSE document.

[Fire Safety](#) - At events.

[How to organise a family friendly Firework event](#)

[Understanding Crowd Behaviour](#) - UK Govt document.

[Organising a voluntary event](#) - A "can do" guide, UK Govt document.

[Guidance on running events safely](#) - HSE document

[Temporary Demountable Structures](#) - HSE document.

[Safeguarding Children & Vulnerable Adults](#)

[National Outdoor Events Association](#)

[Security at Events](#) - SIA Guidance, UK Govt document,

[Counter terrorism security advice](#) - UK Govt document,

[Centre for the protection of national infrastructure](#) - UK Govt document.

[Prevention of controlling ill health from animal contact](#) - HSE document.

[Guide to organising a street party](#)

[The good practice safety guide](#) – The good practice safety guide for small and sporting events taking place on the highway, roads and public places.

[The Animal Welfare Act 2018](#)

[What 3 Words](#) - Location identifier, (Used by Emergency Services).

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[Free Organogram Examples](#) – Free template for creating organisational charts

Event Name

Event Management Plan

Date of Event

Version X dated X

Author(s) XXX

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Contents – check the heading numbering and appendix numbering and names and amend as necessary

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	6.3		Bomb threat	?
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13		Catering, Hospitality & Trade		?
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		Environmental protection		?
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Appendices				
Appendix A	Location Map and Site Maps to include evacuation and RVP areas (Preferable gridded with dimensions)			?
Appendix B	Event Schedule			?
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Appendix E	Bomb Threat protocols			?
Appendix F	Lost children/persons policy (in depth)			?
Appendix G	Event risk assessments			?

Others as required, for consideration



Insurance
Licences and Permissions
Emergency Services Contact Details
Public Address Scripts
Stall Holders and Activity Providers – expectations and responsibilities
Catering Providers
Contractors on Site – their responsibilities
Signage Required
Incident Forms
Traffic management Plans



1. Event Safety Policy

The Event organiser acknowledges their responsibility to plan, manage and monitor this event to ensure that all staff, participants and the public are not exposed to Health & Safety risks. We intend to produce a safely planned, organised and delivered event, working within statutory legislation and guidance such as the Health & Safety at Work act 1974 and within the spirit of the Purple or Green Guide.

All employees and volunteers will be reminded of their duty to take care to ensure everyone's Health & Safety and the potential impact of their acts or omissions. All reasonable precautions will be in place to minimise any negative impact to safety.

1.1 Plan Aim and Objectives

This plan is designed to bring together all the individual organisations and agencies' plans involved in the event into one document to provide a complete integrated event plan.

Its main objectives are:

- to facilitate the running of a safe and enjoyable event
- to consider and plan for problems that may happen
- define trigger points at which emergency management may be implemented
- to be a point of reference for all staff and the emergency services
- to be a record of responsibilities, briefings and incidents

2. Event Summary

2.1 Event dates

Dates and Times	Date	Time (24 hour clock)
Arrival on site		
Event starts		
Event finishes		
Depart site		

2.2 Event location

- **Site name:**

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- Site address:
- Site postcode:
- Site grid reference (main entrance(s)):

2.3 Event overview

Description of event including:

- Activities and attractions (e.g. Carnival procession, live music and food stalls)
- Audience profile (this will give you an idea of the facilities you may need to think of)
- Max capacity of all personnel (dictated by site licence or parameters such as size of site or size & number of entrances & exits)
- Expected numbers of attendees at any one time and over the whole event.

Site maximum capacity	
------------------------------	--

Please state the maximum number of people you expect at any one time					
Public visitors	Participants	Staff	Volunteers	Other	Total

Please state the maximum number of people you expect in total over the event					
Public visitors	Participants	Staff	Volunteers	Other	Total
Target audience (who? local? national?) & age range:					

3. Event Staffing

- (“staff” includes volunteers)

3.1 Roles, responsibilities and contact details of operational staff.

- (Add to the list of roles as necessary).

It is advisable for large events to have one role each, for smaller events it may be suitable to have individuals with more than one role. In the event of an incident the emergency services will need to contact the event manager.

Group/company/charity organising the event:

Role	Name	Responsibilities	Contact Mobile
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Event Manager			
Deputy Event Manager			
Health and Safety Manager			
Lead First Aider			
Lead Fire Warden			
Lead Safeguarding Officer			
Security Manager			
Chief Marshall			
Media Relations			
Welfare Manager			
Production Manager			
Deliveries, Infrastructure			

3.2 Organogram of responsibilities:

- (The chain of responsibilities)

Example of organogram, boxes should have included within them: information such as staff, position, i.e., Event Manager, Name and Contact Tel number.

[Free Organogram Examples.](#)

[Organizational Chart Title]





3.3 Communications on site

- What communication methods are being used, if radios, what channels and what protocols?
- If only mobile phones, consider impact on event if they fail due to signal or overuse of network (what contingencies do you have?)

3.4 Staff Briefing

- Who will carry this out?
- When will it be carried out and to whom?
- What information will it contain and how will it be recorded?

4. Activities

- You will need to see the providers insurance and risk assessments – file them in your control document folder and refer to them here.

4.1 Firework and pyrotechnic management

- If any - details to be provided. Assume you are not allowed fires or public barbecues unless written permission is sought from the landowner.
- Fireworks must only be organised by a professional company.

4.2 Fair rides and inflatables

- Who is providing them? All fairground providers must be current members of the Showmen's Guild – what is their membership number (this shows they have insurance and all the relevant paperwork)?
- Inflatables – if not brought by the fair providers you will need to see their current test certificate (PIPA or equivalent), risk assessment and insurance.
- Are they being sited on hard standing ground?
- See current Health and Safety Executive (HSE) [guidance on inflatables](#)

4.3 Live music, bands, shows and displays

- What?
- Who?

4.4 Water-based activities

- Include all activities and the safety considerations.



4.5 Animals on site

(not including dogs brought by the public unless part of an organised show/agility event etc)

- What animals will attend, who will provide them?

Be aware of the risks:

- Salmonella and other diseases (zoonosis) – from handling all animals, contamination of the ground, contamination of footwear/buggy wheels etc, disposal of waste (e.g. straw)
- Bites and scratches
- Allergies
- Escapees
- Qualification/experience of handlers
- Suitable fencing/enclosure/cage
- Signs required
- Hand washing facilities
- Procedure for an escaped animal
- Welfare of the animals

4.6 Camping on site

- Ensure relevant safety guidelines are followed (e.g. site design, site densities, segregation of vehicles and tents). Must be included in a separate fire risk assessment. Think about night security. Have you received site owner's permission?

4.7 Fundraising

- Ensure all relevant guidance is followed.

4.8 Other activities

- List all other activities that will be attending your event.

5. Event Risk Assessments and Hazard Management

- This area should refer to their being an Event Risk Assessment, including any Fire or Public Health Risk Assessments (as required) and its location within the document, i.e. Appendix ?
- A full Risk Assessment is required to put controls in place for all potential hazards. An overview of any major hazards can be useful to record.



- Site specific hazards and Activity specific hazards.

6. Emergency Management

6.1 Emergency procedures

- If the operational Event Management team consider that an emergency is to be declared then how this be managed until Emergency Services or additional help arrives?
- On arrival will operational command move to the emergency services? If so, how will you do this?
- Do you need to consider a partial of full evacuation, how will you manage this?
- Are dedicated emergency services access routes/Fire Lanes required? Is there provision to ensure these are accessible in bad weather/ poor ground conditions, e.g. is trackway needed?
- How will you keep these routes clear for the Emergency Services?
- Rendezvous point for emergency services?
- Who will meet them?
- Emergency exits and rendezvous points for public.

6.2 Suspicious packages

- Procedures - HOT principle

6.3 Bomb threat

- What will you do in the event of a bomb threat? Consider a script and recording form. Search [Gov.uk](https://www.gov.uk) for guidance

6.4 Terrorist attack

- How will you identify and prepare for a potential terrorist attack? Search [Gov.uk](https://www.gov.uk) for "Crowded Place Guidance".

6.5 Fire precautions, equipment and procedures

- Fire-fighting equipment is located?
- The following people are trained?
- Fire risk assessment: stand-alone document, or see Appendix?
- Specific hazards are: (gas canisters, fuel, re-fuelling generators, catering etc)
- Fuel spillages will be dealt with by?



- If a fire breaks out by?
- Muster point is? (ensure this is on site plan), alternative muster point is?

6.6 Site safety

- Danger areas (slopes, deep water, steep drops, uneven ground, machinery)
- Fenced areas
- Signage
- Fencing – provided by? who will put it up? suitability for location/audience?
- Separation of pedestrians and vehicles

6.7 Severe weather

- Details of weather that may lead to cancellation of event and how this will be monitored and managed, e.g. thunderstorms, hail, snow, ice, heat, sun, rain. When will the decision be made? How will you inform people?
- Strong winds and thunderstorms, what provisions have you put in place to mitigate risk of flying objects, structures or lightning strikes.
- Also include flood risk if appropriate, e.g. field liable to flood, difficulties for traffic leaving the event, issues with electrics, routes for fun runs etc. Include any mitigation measures to be provided, e.g. 4x4 assistance.
- It will be a decision made by the operational management team if the weather creates too great a risk for the event to proceed. Include any trigger points that maybe used.

6.8 Incident reporting procedure

- Who is responsible for; making report? taking photos? talking to witnesses? Reviewing procedures after the incident?
- Template reporting documents – in Appendix?

7. Welfare

7.1 First aid

- Medical cover will be provided by? Include details and contact numbers. Is the medical provider Care Quality Commission (CQC) registered?
- First aiders are?
- First aid point is?
- First aid kits are located?



- When are first aiders on site? e.g. during setup before external provider arrives?
- What is the system for co-ordinating first aid incidents and allocating resources to them?
- Is there a commonly understood method of identifying locations (i.e. gridded map or what3words).

7.2 Lost and found child and vulnerable person procedure

- Any lost child/person will be??
- Any found child/person will be??
- (Advised to keep them away from the first aid tent and the control tent where they may overhear)
- See Appendix?? – Event Safeguarding Policy.
- See appendix?? – Forms to complete for lost/found children

7.3 Safeguarding

- How are you protecting children, young people and vulnerable adults from harm and protecting your staff from potential false allegations? You have a responsibility to report any concerns of abuse of a child, young person or vulnerable adult visiting your event.

7.4 Nursing parents and baby changing facilities

- Separate facility for feeding or changing a baby.

7.5 Equality

- Consider the needs of all members of society that may attend your event, e.g. non-English speakers, those with disabilities, changing facilities for those with disabilities, accessibility etc.

7.6 Weather

- Provision of shade, seating, drinking water, rest tent, meeting point etc. for staff and participants.

8. People Management

- Who will carry out this role?
- How will the role be carried out?



8.1 Security

- Contractors/staff details and contact numbers.
- Dates and times, they are on site
- Their training and qualifications (Security Industry Association (SIA) trained?) individuals' licences in date?
- Their roles and responsibilities.
- Contractors' method statement/plan etc can be inserted here.

8.2 Crowd management

- Details of how public/competitors will be managed, including potential issues (e.g. underage drinking, drug use, unacceptable behaviour, overcrowding)
- Is there likely to be a specific time when more people will be on site – e.g. a specific activity/fly past/well known band etc? How will you monitor and deal with this?
- Crowd Communications - set scripts for incidents and managing the crowds – see appendix??
- Barriers required? What type? Where? On site plan?

8.3 Competitor and performer management

- Who will liaise with and guide competitors/performers etc?
- Do they have a specified, public-free area?

8.4 Lost Property

- Lost Property, what provisions do you have for recording, lost or found property, how will you store it and how will you dispose of afterwards?

9. Vehicle Management

9.1 Traffic management

- Include details of how all traffic (vehicles, pedestrians, cyclists) will be dealt with on site and off site
- Impacts on the road networks?
- Diversion route?
- Signage required and procurement of signs/barriers
- Access for emergency vehicles and residents
- Qualified person to put signs/barriers out, suitable person to monitor road closure



- What about car parking and impact on local roads (queues, bad parking in local area)
- **Contingency plans.** For example, if a road traffic accident occurred on the desired route to the event site how would event goers find out? Or if an incident occurred on site limiting egress from the event site how would marshals react to control the crowds?

9.2 Road closures

Do you need to close any public roads to run your event, if so then an application will have to be made with either [Cambridgeshire County Council](#) or [Peterborough City Council](#) Highways Departments, minimum 12 weeks before the event.

- Who is organising this?
 - Who is qualified for the placing and removal of traffic management arrangements and to implement the closure and sign alternative routes?
 - When is the road closure required?
 - When are warning signs going to be put up?
 - Where are signs to be located?
 - Where are you sourcing the signs?
 - How will you deal with cars parked within the road closure/no parking area?
 - Where is your diversion route?
 - Who will be allowed through (e.g. residents) the road closure?
 - Who is responsible for removing the road closures in the event of an emergency?
 - Map of road closures, signs, diversion routes.
-
- Include details of how traffic will be dealt with on site and off site
 - Will a road closure be necessary? They need to be applied for at least 12 weeks in advance
 - Impacts on the road networks?
 - Diversion route?
 - Signage required and procurement of signs/barriers
 - Access for emergency vehicles and residents
 - Qualified person to put signs/barriers out, suitable person to monitor road closure
 - What about car parking and impact on local roads (queues, bad parking in local area)

9.3 Car park closures

- Local authorities organise warning signs and closures of their car parks.



Who will monitor the closures during the event? What will you do with cars parked within the closed area?

9.4 Directional signage

- Who is organising this?
- What signs are required?
- Where are they to be located?
- How are they to be fixed?
- Where could queues cause a problem?
- Have you obtained permission to place signage on the public highway from the traffic authority?
- Which qualified individual/organisation will be installing and removing the signage?

9.5 Public transport management

- Include details of engagement with public transport providers if appropriate.

9.6 Car Parking

- Where and relevant permissions
- Ground conditions and contingency plans (e.g. cars stuck in mud)
- Signage
- Marshalling
- Controls e.g. barriers/fences
- Overflow
- Traffic management e.g. queues on public highways
- What number of vehicles are expected?
- What is the available parking capacity?
- Considerations for blue badge, motorcycle, push cycle parking

10. Technical Support

10.1 Temporary Demountable Structures (TDS)

- All event infrastructure (TDS) should be erected/constructed by trained and competent staff/Contractors. They should have full Risk Assessments, Method Statements and correct Public Liability Insurance. Copies of these together with construction certification should be kept by the event



organiser within the event control.

- **Event organisers should be familiar with The Construction Design & Management, (CDM) Regulations 2015** which came into force on the 6th April 2015. These will give guidance on aspect of construction, including TDS, which include such items as “Stages, Tents & Marquees, Grandstands, Disability access Platforms and other temporary structures such as Brand activation.

10.2 Staging

- Who is providing it, erecting it and supervising it?

10.3 Electrics

- Generators, positioning and protection of cables, use of Residual Current Devices (RCDs), in date Portable Appliance Test (PAT), use of suitable extension cables, competent/trained person responsible, protection from rain/runoff/floods etc.

10.4 Lighting

- Consider this if event will be in darkness at any point or contractors/staff/volunteers will be working in the dark.
- The event will start in daylight and the sunset time is predicted at??
- Lighting for crowd safety will be viaXX
- Consider whether the route to car park will be lit, Stewards will carry torches, etc. Public advised to bring torches, temporary floodlighting?

10.5 Sound system

- Who is providing it, setting it up, monitoring it, loudhailer etc?

10.6 Noise management policy

- Consideration needs to be given to any amplified sound equipment and how it is managed:
- What sort of music is being played?
- What volume levels are anticipated?
- The stage itself will face towards? and the nearest residents are?? metres from the stage.
- How will the levels be monitored? Who will adjust it?



11. Communications Plan

11.1 Wider communication

There are three main areas of communication for your event:

- Letting residents and businesses in the surrounding area know about your event plans before the event, the earlier the better (letters, posters, banners, flyers, local media).
- Internal communications on the day of the event (see 3.3 above)
- Communicating with your audience on the day (signs, flyers, announcements).

- Provide details of systems in use and range of coverage, channels used etc.
- At larger events you may need to consider interference issues. Include details of mobile phone coverage and in particular if certain networks are known not to function in area.
- Emergency communication protocol; what to say, what not to say, code words for incidents?

11.2 Media

- Consideration should be given to any media statements planned for event and who will deal with any enquiries or permission to take pictures etc at the event.

12. Sanitary Facilities

12.1 Waste Management

Details of how waste will be managed, e.g.

- Numbers of litter bins/skips/bags required
- Location of bins/skips (public areas, staff/volunteer areas/camping area)
- Litter picking during event
- Recyclable material collection
- Waste from caterers and other activity providers
- Who is responsible for emptying bins during the day?
- Who is emptying at the end of the event?
- Agreement with site owner or those responsible for emptying permanent bins on site.
- Sharps disposal.
- Spillages etc



12.2 Toilets

- See guidelines for toilet provision vs number of people.
- Provider's details:?
- Public toilets are located at?
- ? number of Portaloos for men will be provided
- ? number of Portaloos for women will be provided
- ? disabled toilet facilities
- Who is responsible for providing spare consumables, cleaning and re-stocking, unblocking/trouble shooting during the event?

13. Catering and Hospitality

13.1 Food and drink

- Are you providing specific buffet etc for certain guests? Think about who, where and when.
- Who is liaising with the stall holders and ensuring they run smoothly and safely?
- What will be provided, how and who by? See Appendix XX for list vendors and contact details, checklist for registration with local authority, gas and electric safety certificates, food hygiene rating etc,
- Guidelines for provision of food if not by a registered company (e.g. home-baked cakes).
- Location (e.g. if BBQ think about fire risk (sparks), smoke direction
- What refreshments are you providing for staff?
- Are you providing a communal seating area for visitors? Who is providing this? Who is responsible for keeping this area clean and tidy?

13.2 Alcohol

- Who is providing the alcohol?
- Who is running the bar?
- Who has the personal licence and will they will be site?
- Policy specifying how the bar will be run, including selling to drunken people, underage
- Signs in bar area with expected behaviour
- How to deal with customers buying drinks for other people
- Policy for checking ID (e.g. Challenge 25?)
- Policy on how to deal with a drunken person
- The use of plastic glasses (to minimise litter and waste disposal a deposit for a plastic glass could be considered)
- The control of alcohol being brought on to the site
- Whether stewards will be looking for teenagers getting drunk



- Control of numbers within the Temporary Event Notice (TEN) area
- Consider SIA trained staff (check their licences are valid)
- Consider CCTV in bar area (keep the footage for 30 days)
- Consider using a refusal register

13.3 Trade Stalls

- What type of trade stalls are at your event? Crafts/gifts/charities/info stands etc
- Do they conform to any regulations as required?
- Have they been fully risk assessed?

14. Environmental Protection

- How will you prevent damage to the local environment?
- What issues could you face?
- How would you deal with these?

Please note most Local Authorities may not allow the release of balloons, Chinese lanterns, birds or butterflies from their land. You are advised to avoid these activities wherever your event takes place – please search the internet for your local authority area and the issues involved with each activity.

14.1 Water

- waste water
- chemicals
- fuel
- cooking oil
- litter etc

14.2 Land

- waste water
- fuel
- litter etc

14.3 Air

- think of wind direction
- visibility etc



This Event Management Template has been produced in consultation with the Cambridgeshire and Peterborough Local Resilience Forum, (CPLRF), to provide guidance to event organisers within the Cambridgeshire and Peterborough areas, and is designed to be completed in conjunction with relevant legislation and guidance.

Whilst the CPLRF have approved that this template may be shared with organisations and event organisers within the County, it must be stressed that this is guidance only and responsibility for events lies with the event organisers, who are responsible for ensuring all safety aspects for their event are covered and all relevant documentation is in place, even if not mentioned here.



Appendix A

Location Map and Site Maps

- With scale and compass rose.
- With grids so a grid reference can be given for the location of an incident.
- For example - one for showing location of the site (emergency services may come in from out of the county and not be familiar with the site) along with address, postcode and 6 figure grid reference of main entrance (from an Ordnance Survey map).
- For example – one for safety/emergencies: emergency access routes, emergency exits, fire-fighting equipment,
- For example - one showing facilities: location of temporary structures, caterers, stalls, attractions, roadways, parking (staff, volunteers, public, disabled), public access/egress routes, control tent, lost children point, first aid point, toilets, facilities (electric points/power, water), fencing, no entry areas etc.
- For example – one for signs, fencing, bollards, staffing, marshal points etc

Appendix B

Event Schedule

For example (add or delete as necessary):

Date	Time	Activity	Notes (responsibilities, resources required etc)
		Collect site access keys	
		Access site	
		Temporary structures delivered and set up (gazebos, marquees, staging, flooring etc)	
		Toilets delivered and installed	
		Activity and attraction providers arrive	
		Briefing	
		Open to public	
		Schedule of activities – see separate form	
		Event closes	

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		Activity providers off site	
		Toilets collected	
		Temporary structures taken down	
		Event cleared – bins emptied, litter picked etc	
		Depart site, secure site and buildings	

Adapt as necessary with your activities along the top and timings along the side:

Time	Bands	Dog show				
9:00 – 9:30						
9:30 – 10:00						

Appendix C

Roles and Responsibilities – staff not covered in section 2.0

You may wish to assign individuals specific roles for the planning stages and on the day.

- For example, pre-event publicity, media relations, graphic/sign/leaflet design and printing, stall holder liaison, catering liaison, litter picking, handy-person, electrician, putting out signs, directing traffic, putting up fences, parking

Role	Name	Responsibilities	Contact mobile

Appendix D

Marshals briefing

Who is giving the briefing? When and where?

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For example:

- responsibilities
- expected behaviour
- when and who to call for assistance
- rest area
- personal welfare and safety
- radio protocol
- contact numbers

Include a summary they can take with them easily, e.g. with a lanyard.

It is good practice to ask your marshals, staff and volunteers to sign to say they have attended and understood the briefing.

I have attended the marshal's briefing and understand my responsibilities:

Name	Signature	Date

Appendix E

Bomb Threat protocols

- How will you deal with any bomb threats received by yourself?
- What information will you record (think descriptions and evidence)

Appendix F

Lost Child and Vulnerable persons protocol

- How will you deal with any reports of losses or any found persons?
- What documentation will you raise?
- Who will you inform and how?
- How will you return any persons to their carers?



Appendix G

Risk Assessments

- Your risk assessments will need to be stored in the Event Control Folder and updated as necessary.
- You also need to collect and file risk assessments from all activity providers.

Example RA:

Name of event		Name of event organiser	
Date of event		Name of risk assessor	
Venue address		Date of risk assessment	

This risk assessment is generic and the example hazards and effects have been produced as a guideline only.

Hazard and Effect	To Whom: Event Staff Venue Staff Public	Current risk rating (high, medium, low)	Minimise risk by:	Further action needed	Risk rating after action taken (high, medium, low)
Slips, trips and falls	All staff and public	Medium	Keeping access areas clear at all times	Event organiser to walk site prior to event to ensure all areas are clear of hazards	Low
Physical hazards e.g. busy road, lake	All staff and public	Medium	Identifying hazards before event	Marshals placed at hazards and hazards cordoned off	Low
Back injuries from heavy lifting	All staff	Medium	Identifying objects which will be heavy to lift e.g. boxes of equipment	Staff to carry in pairs. Only lift item if comfortable in doing so.	Low
Weather e.g. high winds, strong sun	All staff and public	Medium	Ensuring adequate supply of water to prevent dehydration	Staff and public advised to bring suitable clothing to event	Low

N.B. Further guidance on Risk Assessments can be accessed at [the Health & Safety Executives website](#)

Appendix ?

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Insurance

- Insurance provided by?
- Ensure it covers the activities you will be running.

Appendix ?

Licences and Permissions

The following licences have been applied for:

Licence or permission required for	Licence or permission required from	Applied (date)	Received (date)	Conditions of licence - summary (Ensure paperwork is in Event Control Folder)
Use of site				
Alcohol				
Music				
TEN				

Appendix ?

Emergency Services Contact Details

- Police (if attending)
- Fire (if attending)
- Ambulance (if attending)

Appendix ?

- Public Address Scripts

- Start of event script
- Incident scripts e.g., Evacuation
- Warning script re alcohol use
- End of event script



Appendix ?

Stall Holders and Activity Providers – expectations and responsibilities

You may find it useful to ensure your stall holders and activity providers know their responsibilities, what is expected from them and what they can expect from you. Ensure they receive this well in advance of your event. For example:

Thank you for applying to attend our event “event, location and date”. We have allocated you a pitch/stall/gazebo.

- You can access the site on? date after? time
 - We expect you to be set up and ready to go by??
 - Please do not start clearing away until?
 - We would appreciate you departing the site by?
 - Your pitch is: ?m x ?m
 - We will provide? (tables (include sizes), gazebo (include sizes), electrics, water etc)
 - You will need to provide? (tables, gazebo, risk assessment, insurance details, qualifications of staff/volunteers, relevant safety certificates, generator)
 - Please dispose of your rubbish by??/taking it with you
-
- On arrival please go?
 - The rest area is?

You are responsible for the safety of your pitch (including fencing off/protecting generators). Please speak to a member of Event Staff if you have any queries or issues.

You could include a site plan with their pitch on it, if pitches labelled or numbered.

Summary to give them:

In case of emergency?

e.g.

- Lost children
- Fire
- Suspicious packages
- First aid
- Near miss reporting
- Incident reporting

Contact numbers/email:

- In advance

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- On the day

Monitoring paperwork received:

It is worth monitoring the paperwork you receive from each activity provider, especially in regard to Safety Certification (e.g. PIPA certificate, Risk Assessment, Insurance etc)

For example:

Company	Contact name	Contact number	Attraction provided	Risk Assessment	Insurance	

Appendix ?

Catering Providers

It is worth keeping a record of catering providers and the paperwork you have received from them. For example:

Company	Contact number	Contact name	Food provided	LA registration	Elec. certificate	Gas safety certificate	

Appendix ?

Contractors on Site – their responsibilities

You may want to set out the responsibilities of contractors on site (e.g. electricians) and record the briefing they are given then ask them to sign it (example below). This will vary depending upon whether they are only there to set up/dismantle structures for the event or staying during the event. For example:

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Summary of briefing XX

I have attended a briefing for the event? and I am aware of my responsibilities.

Company	Name of Manager	Contact number	Signature

Appendix?

Signage Required

What do you need and where, who is printing/ordering them, durability of signs, how and where are then being fixed, who is taking them down?

Ensure they are waterproof and in a large, clear font.

- In advance of the event
- Warnings
- Publicity
- On the day
- Car park access and egress
- Pedestrian access and egress
- Emergency exits and arrows
- Toilets
- First aid
- Lost and found children
- Activities
- Timetable of activities
- Site map
- Attractions
- Meeting point
- No entry/staff only
- Warnings (uneven ground, pedestrians, steep slope, water etc)
- Expected behaviour
- Road closures and diversions
- Location of drinking water



Appendix ?

Incident Forms

- Forms you will complete for e.g.
- First Aid treatment
- Incidents, accidents and near misses – you will need to report these to the relevant person or organisation, e.g. site owner, security company, stage provider etc.