

**EVENT NAME**

# Event Management Plan

**DATE OF EVENT**

Version **X** dated **X**  
Author(s) **XXX**

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- Appendix 3 – Roles and Responsibilities
- Appendix 4 - Marshals briefing
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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

## 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 of 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:

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.

<b>Site maximum capacity</b>	
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<b>Please state the maximum number of people you expect <i>at any one time</i></b>					
Public visitors	Participants	Staff	Volunteers	Other	Total

<b>Please state the maximum number of people you expect <i>in total</i> over the event</b>					
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
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.



### 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.  
See current HSE guidance

## 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 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 – heat/cold/noise/stress (Animal Welfare Act 2006)

## 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 Risk assessment (as needed) and its location within the document, i.e. Appendix 7.

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? Do you need to consider a partial or full evacuation, how will you manage this? How will you keep 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 <https://www.gov.uk> for guidance

### **6.4 Terrorist attack**

How will you identify and prepare for a potential terrorist attack?

Search <https://www.gov.uk> for "Crowded Place Guidance".

### **6.5 Fire precautions, equipment and procedures**

Fire-fighting equipment is located XX

The following people are trained XX

Fire risk assessment: stand-alone document, or see Appendix XX

Specific hazards are: (gas canisters, fuel, re-fuelling generators, catering etc)

Fuel spillages will be dealt with by XX

If a fire breaks out XXX

Muster point is XX (ensure this is on site plan), alternative muster point is XX

### **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 XX. Include details and contact numbers.  
First aiders are  
First aid point is XX  
First aid kits are located XX  
When are first aiders on site? e.g. during setup before external provider arrives?

### 7.2 Lost and found child and vulnerable person procedure

Any lost child/person will be XX  
Any found child/person will be XX  
(Advised to keep them away from the first aid tent and the control tent where they may overhear)  
See Appendix X – Event Safeguarding Policy.  
See appendix X – 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 - see  
[http://cambridgeshirescb.proceduresonline.com/pdfs/guid\\_sg\\_ch\\_events.pdf](http://cambridgeshirescb.proceduresonline.com/pdfs/guid_sg_ch_events.pdf) .

#### **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**

#### **8.1 Security**

Contractors/staff details and contact numbers  
Dates and times they are on site.  
Their training and qualifications (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 XX  
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 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)

### 9.2 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 via this link -

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-licences-and-permits/#Public>

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/advertising 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.

### 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?

## 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

## 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 6<sup>th</sup> 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 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 XX

Lighting for crowd safety will be via XX

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 XX and the nearest residents are XX 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:

XX

Public toilets are located at XX

XX number of portaloos for men will be provided

XX number of portaloos for women will be provided

XX 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 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 HDC do 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 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 by the Cambridgeshire & Peterborough Local resilience Forum (CPLRF), to provide guidance to event organisers within the Cambridgeshire & Peterborough areas. Whilst it is approved that the template can be shared by non-members of the CPLRF, this will only be for non-profit.



## **Appendix 1 – Location Map and Site Maps**

With scale and compass rose.

With grids so a grid references 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 2 – Event Schedule**

For example (add or delete as necessary):

<b>Date</b>	<b>Time</b>	<b>Activity</b>	<b>Notes (responsibilities, resources required etc)</b>
		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	
		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:

<b>Time</b>	<b>Bands</b>	<b>Dog show</b>				
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9:00 – 9:30						
9:30 – 10:00						

**Appendix 3 - 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 4 - Marshals briefing**

Who is giving the briefing? When and where?

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

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## **Appendix 5 - Bomb Threat protocols**

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

## **Appendix 6 – 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 7 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 <http://www.hse.gov.uk/>

### **Appendix ? Insurance**

Insurance provided by XX  
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 eg 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 Xdate after Xtime  
We expect you to be set up and ready to go by XX  
Please do not start clearing away until X  
We'd appreciate you departing the site by X  
Your pitch is Xm x Xm  
We will provide X (tables (include sizes), gazebo (include sizes), electrics, water etc)  
You will need to provide X (tables, gazebo, risk assessment, insurance details, qualifications of staff/volunteers, relevant safety certificates, generator)  
Please dispose of your rubbish by XX/take it with you

On arrival please go X  
The rest area is X

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 XX  
e.g.

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

Contact numbers/email:  
In advance  
On the day

Monitoring paperwork received:  
It is worth monitoring the paperwork you receive from each activity provider, especially in regards to safety certification (e.g. PIPA certificate, risk assessment, insurance etc)

For example:

Company	Contact name	Contact number	Attraction provided	Risk assessment	Insurance	

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**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:

Summary of briefing XX

I have attended a briefing for the event XX 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.