**Event Management Plan**

|  |  |
| --- | --- |
| Event |  |
| Event Date |  |
| Event Times |  |
| Event Location |  |
| Event Organiser |  |
| EMP written by |  |
| EMP Version |  |
| Date last updated |  |

YOU CAN USE THIS EXAMPLE TEMPLATE AS A GUIDELINE TO ASSIST IN CREATING YOUR OWN EVENT MANAGEMENT PLAN - sometimes referred to as EMP.

AMEND THE HEADINGS AND TEXT TO SUIT YOUR SPECIFIC EVENT.

ADD ALL YOUR DETAILS IN EACH RELEVANT SECTION.

ADD YOUR APPENDICES AT THE END OF THIS PLAN.

More guidance can be found on -  
[Event safety - Event organisers (hse.gov.uk)](https://www.hse.gov.uk/event-safety/event-organisers.htm)

*Info:* Effective planning is key to putting on a safe and enjoyable event.   
The EMP is your event management safety plan which outlines your appropriate and proportionate arrangements that you have in place to ensure the health and safety of employees and others, including volunteers, traders, contractors, artists and public, during all stages of your event.

The EMP consolidates all the event information into a single authoritative document.   
This will vary significantly in size and detail, depending on the scale and complexity of the event. Some of the key components may to include:  
- An outline or summary of the event – date, location, start/finish time, type of activity or event.   
- A management / event organisation outline or chart – details of the key management holders and their duties and responsibilities.   
- Full details of the event, including site design, structures, audience profile and capacity, duration, food, toilets, refuse, water, special effects, access and exits, music levels etc.   
- Transport management plan detailing parking arrangements, highway management issues and any closures or restrictions and public transport arrangements.   
- Contingency plan including a major incident plan.  
- Key risk assessments.   
- Site plans.

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# **EMP Aim and Objectives**

*Add*: Add your EMP aims and objectives.

*Example text*: This plan is designed to bring together all the individual plans provided by the organisations and agencies involved in the event into one document to provide a complete and integrated event plan.

Its main objectives are:

To facilitate the running of a safe and enjoyable event.

To consider and plan for any problems that may happen.

Define trigger points at which other plans maybe implemented.

**Event Overview / Summary of activities**

*Add:* Description and summary of the event and activities including date and times, location, set-up dates & times and breakdown dates and times, expected numbers of attendees. Is event free or ticketed.

# **Event Contacts and Responsibilities**

*Add:* An organisational chart and contact details or as an appendix at the end of this document. Whatever the scale of the event, it is important to be sure that there is clear understanding within the organising team of who will be responsible for specific elements of the event.

# **Event Production, Logistics and Suppliers**

# **Accessibility**

*Info:* Create an inclusive event plan and ensure that accessibility is on everyone’s agenda.   
*Add:  
-* Details of accessible toilets and changing facilities that are clearly signposted.   
**- If a ticketed event, provide an accessible booking system.  
- Consider level access to the event and onsite facilities, including the use of ramps.**- Consider accessible viewing platforms or areas with clear sight lines for any event.  
- Brief event staff in disability equality and being able to communicate the access provision.  
- Depending on the size and nature of your event consider providing respite, quiet and sensory spaces.  
- Consider policy on Assistance dogs admitted into event site.  
- Consider Equality Impact Statement and the needs of all members of society that may attend your event.

# **Alcohol and Drugs policy**

*Add*: Your alcohol and drugs policy here for staff, volunteers, contractors, participants, attendees.  
Include if you are selling or providing alcohol on site with details.

# **Amusements and Fairground rides**

*Add*: Details of any amusements and fair rides at your event.  
This may include fairs, individual fairground rides, inflatable devices (e.g. bouncy castles), bungee jumping. [Health and safety guidance for fairgrounds (hse.gov.uk)](https://www.hse.gov.uk/entertainment/fairgrounds/index.htm)

# **Audience Profile**

*Add:* The audience profile expected at the event - summary of audience / participants / spectators / crowd profiles (age ranges, expected number of attendees and capacity of the event site, expected numbers at any one time, local, regional, national etc.). What implications this might have for safety management, such as arrival circulation and exit profiles, expected densities, and the numbers of attendees and types of stewarding required.

# **Barriers and Fencing**

*Add*: Details of any barriers and fencing at your event.   
*Info:* Barriers and fencing can   
- help manage and influence the behaviour of crowds, to line route and to prevent visitors climbing on top of temporary structures and putting themselves at risk of falling.  
- relieve and prevent overcrowding and the build-up of audience pressure.  
- provide physical security, as in the case of a high-perimeter fence at an outdoor event  
- shield hazards from people.   
[Event safety - Crowd-management - Using barriers at events (hse.gov.uk)](https://www.hse.gov.uk/event-safety/using-barriers.htm)

# **Catering**

*Add:* Details of what will be provided at your event in terms of food and refreshments.   
*Info:* Check food and drink licensing required at event location. Food concessions should be registered with a local authority in accordance with the Food Premises Registration Regulations 1991. Consider storage of any stock, LPG, cleaning, bins and waste management.

# **Fireworks & Pyrotechnic Management**

*Add:* Details of any fireworks or special effects at your event. Full details to be provided in a detailed risk assessment as an appendix.  
*Info*: The use of fireworks can provide a spectacular addition at any event. **Public firework displays at events must be properly planned and managed by a competent company with sufficient training and experience.** A risk assessment must be undertaken considering the weather conditions and location, to choose appropriate fireworks for the display and to provide contingency planning. The public must be kept out of the display site, often this will require suitable barriers and stewarding. Consideration should be given to environmental issues, including noise, debris and smoke. Adequate arrangements must be made for clearing the site after the display.

Special Effects - Theatrical and stage pyrotechnics include stage gerbs, stage fountains, stage mines, flames, fireballs, and smoke effects.

[Event safety - Special effects (hse.gov.uk)](https://www.hse.gov.uk/event-safety/special-effect.htm)

[The Safety of laser lighting displays (hse.gov.uk)](https://www.hse.gov.uk/pubns/indg224.htm)

# **Electrical Power and Lighting**

*Add:* Details of any mains power, generators, solar or LPG used at the event.  
*Info:* All electrical installations and equipment must comply with the general requirements of the Electricity at Work Regulations 1989 and only competent persons should carry out electrical installation work. Cabling should be routed to minimise trip hazards, potential mechanical damage and in a position that facilitates safe installation and removal. Care should be paid to position of cable connections.  
Lighting - Consider this if event will be in darkness at any point. Consider lighting for crowd safety, exit routes etc.   
[Event safety - Electrical safety (hse.gov.uk)](https://www.hse.gov.uk/event-safety/electrical-safety.htm)

# **First Aid / Medical**

*Add*: Details of all first aid / medical provision at your event. Include details of medical provider including staffing levels and times attending event.  
*Info:* You should ensure appropriate medical provision is available to all those attending or involved in delivering the event including provision during set up and breakdown of your event. The Medical provider should plan and deliver a safe, effective and resilient medical service to the event and provide sufficient appropriately skilled, experienced and equipped staff to provide the service. The aim should be to manage casualties on site as far as it is safe and appropriate to do so and to arrange off-site transfer within a satisfactory timeframe when it is not.

# **Information and Welfare**

*Add*: Details of any welfare services that will help the event to run smoothly. Ensure the audience is well informed will aid crowd management. Information can be provided via the event website, social media, leaflets, event ticket, a telephone hotline, information points, informed stewards, site maps, event programme, etc.

# **Insurance**

*Add*: Summary of Public Liability Insurance in place to cover your event. A copy of the relevant section of the insurance can be added as an appendix.  
*Info:* All those involved in an event should be adequately protected by insurance. Organisers should ensure suppliers have current, suitable and adequate cover. Risk assessments should be used to assess the extent of cover required.

# **Licencing**

*Add:* Any Licensable activities taking place at event.   
***Info:* If licensable activities are taking place, it is essential to get authorisation before the event takes place. Check if your event location has an existing premises licence or if you need to apply for a Temporary Event Notice.**

# **Lost Property**

*Add:* Details of the process of lost and found property at your event.

# **Lost Children / Vulnerable adults**

*Add:* Details of procedure regarding safeguarding children, young people and vulnerable adults. Publicity material should indicate whether the event is suitable for children and if an adult needs to accompany them.

# **Media**

*Add:* 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. For large events specific facilities should be provided to accommodate media personnel.

# **Noise Management Plan**

*Add:* Details of Noise Management plan. Include details of any amplified sound or music.  
*Info*: Event Organisers need to take overall control of the noise levels at their event and carry out a  
risk assessment of noise created by the event. This is to gauge the likely effect on nearby residents and businesses and to prevent the noise level being such that there is a loss of amenity, or worse still a noise nuisance and resultant complaints.   
[Event safety - Noise (hse.gov.uk)](https://www.hse.gov.uk/event-safety/noise.htm)

# **Security / Stewards**

*Add*: Details of Security and or stewards at your event including levels of staff, times attending event and duties.

# **Site Plans**

*Add:* Copies of site plans can be added as an appendix at the end of the document.

# **Temporary Demountable Structures TDS**

*Add:* Details of TDS. This can include (but are not limited to): gazebos and pop-ups, tents and marquees, viewing facilities (including temporary seating and viewing platforms), stages, video-screen supports, and sound, lighting and camera structures.

# **Toilets**

Add: Details of the toilet provision at your event.

# **Traffic Management Plan**

*Add*: A summary of Traffic Plan for your event and include details of how traffic will be dealt with on site and off site. Consider any road closures, signage, site safety rules, car parking for staff, contractors, public car parking, public transport.   
Full details can be added as an appendix.  
[Event safety - Transport (hse.gov.uk)](https://www.hse.gov.uk/event-safety/transport.htm)

# **Waste Management**

*Add:* Details of how waste will be managed e.g. numbers of litter bins and how recyclable material will be processed, collection during and after the event.

[Event safety - Handling waste (hse.gov.uk)](https://www.hse.gov.uk/event-safety/handling-waste.htm)

# **Event Health and Safety**

# **Communications**

*Add:* Details of any communications at the event and methods (mobile phones, 2-way radios etc). *Info:* Consider communication from the event safety officer and event safety management team, with joint agencies, between staff/workers, public information. Staff briefing on radio comms and calls signs. Emergency public announcements. Have a mobile phone number and email published on your website, Facebook page or consider distributing a resident’s letter, so that any residents can contact your Event Control or information line with any issues on the day re e.g. road closures, noise levels.

# **Counter Terrorism**

*Add:* Any CT measures. Link to staff training as part of emergency procedure plan.  
*Info:* The [National Counter Terrorism Security office](https://www.protectuk.police.uk/) are focused on keeping people safe.  
Event Organisers should consider threats, including terrorism, form part of the event security risk assessment. Understanding the threat facing the event is key to ensuring that protective security measures and mitigations are proportionate, effective and responsive**.**[ProtectUK | Home](https://www.protectuk.police.uk/)

# **COVID -19 Management / Virus Management**

*Add:* To be included as part of your risk assessment and mitigation measures in place at your event to prevent and reduce the risk of respiratory infections including COVID-19 transmission.

# **Crowd Management**

*Add:* Details of crowd management and how public / participants will be managed. This may link into your security plan and barrier usage an site plan showing how queues will be managed, any one-way systems implemented.  
Info: Consider arrival and entry to the event site – access routes, queuing spaces and entrances,  
onsite circulation of crowds, phased arrivals and departures, admission and ticket policies, leaving the event site and dispersal – exit routes, exit gate widths  
[Event safety - Crowd management (hse.gov.uk)](https://www.hse.gov.uk/event-safety/crowd-management.htm)

# **Fire Precautions & Equipment**

*Add:* A summary of Fire Safety plan, fire exits on site and Fire Fighting equipment at your event. A fire risk assessment can be added as an appendix at the end of the document. Locations and types of equipment can be added to a site plan and also used for staff briefing.  
Fire safety in the workplace: Fire risk assessments - GOV.UK (www.gov.uk)

# **Emergency and Evacuation Procedures**

*Add:* Details of your Emergency plan. Consider the key risks, Counter Terrorism, have clear emergency roles and responsibilities to include evacuation plans of the event site, if necessary, a place of safety and rendezvous point for emergency services. Include staff briefings and potential stopping or cancellation of event.  
[Event safety - Planning for incidents and emergencies (hse.gov.uk)](https://www.hse.gov.uk/event-safety/incidents-and-emergencies.htm)

# **Events around Water**

*Add:* Water should be recognised as a potential hazard and as such should be included as part of the event risk assessment.

# **Severe Weather & Event Cancellation**

*Add:* Deails of policy and procedures re event cancellation.   
Consider potential weather hazards as part of their risk assessments, be aware of any severe weather warnings and take appropriate action to protect both those working on site and attending the event. Be aware of the risks from excess sun or cold weather exposure, make sure that structures are suitably rated and properly secured for high winds and be aware of the risks from lightening and consider the action that may be needed if it occurs

# **Appendix 1 – Event Schedule**

06:00 Stage and marquee set up ....

17:00 stage live

Running order..

23:00 stage completes

# **Appendix 2 – Stewarding and Security**

Contractor’s method statement / plan etc

Communications….

Identification….

Uniform….

Locations….

Details of training….

# **Appendix 3: Site Plans**

[Event safety - Venue and site design (hse.gov.uk)](https://www.hse.gov.uk/event-safety/venue-site-design.htm)

Plan of the main event area.

Plan of car parks and pedestrian routes.

Plan of area.

Access/Egress Routes for Emergency Services.

Evacuation routes / muster points.

Fire Equipment.

First Aid locations.

Lost Children/property.

Anything else which would be useful on the map.

# **Appendix 4 – Public Address Scripts & Media Holding Statements**

Start and Welcome Script / information

Evacuation script

“Attention. Please accept our apologies. Due to issues beyond our control this event has now got to stop early. Please exit via the nearest gate. These are to the left and right of main area.”

Warning Script re alcohol use

End script

“Thank you for attending…

**Appendix 5 – Roles and Responsibilities**

Event committee / organising team will …

List the roles and responsibilities for all individuals and organisations taking part.

Role of the Event Co-ordinator

Role of the Event Management Team

Role of the Land/Property Owner

Others…..

# **Appendix 6 – Key Contacts**

|  |  |  |
| --- | --- | --- |
| Name | Role | Number |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# **Appendix 7 – Risk Assessments**

**Event organiser – main event risk assessment and Fire risk assessment.**

Carry out a risk assessment and implement risk control measures and identify people responsible for carrying these out. Effective planning includes the safe management of activities through identifying then eliminating the risk. Where this is not practicable, the aim should be to reduce, isolate or control hazards and risks.

Identify the hazards | decide who might be harmed and how | Evaluate the risks and decide on

precautions | Record your findings and implement them | Review your assessment and update if necessary.

**Add all applicable to your event**

Security risk assessment

Medical risk assessment

Contractors risk assessments

Fireworks, Pyrotechnics risk assessments

Food/Catering / Stall holders / inflatable / various activities risk assessments

# **Appendix 8 – Licensing Conditions**

Provide these details e.g. times and any conditions if appropriate.

# **Appendix 9 - Agency Operational Orders**

Police (if attending)

Fire (if attending)

Ambulance (if attending)

# **Appendix 10 – Other References as Deemed Necessary**

Crime and disorder policy

Link in Licensing objectives with security on site and how this will help to prevent Anti Social behaviours, crime and drunkenness