**Event Management Plan**

PLEASE COMPLETE

**Event Management Plan for……….**

**Date/s of Event……….**

An Event Plan is a working document used to help provide all the key information   
about your event. This document can be circulated to partners both prior and during  
 the event to ensure all operational aspects are documented and understood   
by all the relevant people.

The size and nature of your event will determine how much information needs   
to be included within your event plan. These are just guidance notes to give you   
a general understanding of the type of information which is usually expected within   
an event plan. All events are different; therefore, event plans will vary significantly depending on the nature of each event.

Our Events Team are available to help advise you on what needs to be included   
within your document, so please contact us if you would like any support   
in putting your Event Management Plan together.

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| **Document Name** |  |
| **Author** |  |
| **Date Completed** | /     / |
| **Review Date** | /     / |

1. **Distribution List**

This document has been distributed to:

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1. **The Event**

**In this section you should include:**

* **Full description of the event** - Who it’s for? Why you’re doing it?   
  Any background information etc
* **Venue** – extent of event area, open spaces, streets to be used etc
* **An outline of date & times**
* **Estimated number of attendance**
* **Details of the site layout & location** - A site plan containing   
  the layout of your event should also be included

In-depth detail of your event should be included within this section, listed below are just a few things that may be relevant to your event.

**Event activities & timescale**

Below is an example timescale & activity list for a typical large event. Please delete accordingly and specifically to your event.

**Please amend accordingly:**

**Event Activities include:**

**Amusements.** Inc Helter Skelter, Chair O’Planes and Children’s Ride. Risk Assessments & PL Insurance supplied & available from Event Organisers.

**Key Dates & Timings:**

**24/11/21:** Pre event warning – signage to be erected by xxxx.

**24/11/21:** Parking Bay Suspensions signs erected – undertaken by contractor xxxx

**26/11/21:** **12:00 onwards** - Fair arrives and erected on site.

**27/11/21: Event Day**

* **12:00:** Stall erection.
* **14:00:** Set up of electricity supplies.
* **13:00:** Stage arrives and set up.
* **14:00:** Traders arrive on site – Vehicle access and exit managed by xxxx
* **16:30:** All vehicles must have vacated the site.
* **17:00:** Event officially starts

**Stage Running Order:**

Stage Show (location of stage) running from 17:00hrs – 21.00hrs

* + - **17:00 - 17:40** Act 1
    - **17:40 – 18:10** Act 2
    - **18:10 – 18:40** Act 3
    - **18:40 – 19:15** Act 4
    - **19:15 – 19:40** Act 5
    - **19:40 – 20:25** Act 6
    - **20:25 – 21:00** Act 7
* **21:00:** Official event finish
* **21:00** Stall holders move on to site and dismantle stalls (subject to public dispersal)
* **21:30** Final cleanse
* **23:00** Road Closures lifted

**Please complete and amend the following sections:**

**Traffic Management**

If your event requires any Road Closures, then a full Traffic Management Plan from a qualified traffic management company should be provided. Our Events Team can also help you with getting in touch with the relevant traffic management companies. Warwick District Council’s Events Teamwill thenprocess your road closures, there currently is no charge for this.

**Car Parking**

Provide an explanation here on your parking provision. Have you thought about where your visitors will park? Has any extra provision been put on to accommodate your event such as residents and businesses affected by your event?

**Public Transport**

How will you promote the use of public transport to event goers?

**Stewarding & Volunteers**

Please describe whether you will be using any stewarding, volunteers, security etc. for your event. If so, then give details of their roles & responsibilities, numbers of personnel, their shift times etc.

**Lost & Found Children/Vulnerable Adult**

Where will your Lost & Found Children/Vulnerable Adult point be? And who will be the person responsible for dealing with lost and found - how will any information be relayed to the public?

This location point should be included on your site plan. A good example to base yours on is below. Staff at these locations must be appropriately vetted (DBS checked). This should be evidenced.

**Name of your designated Event lead for Lost & Found Children/Vulnerable Adult is: XXXXXX**

There needs to be a clear distinction between the terms **Lost** and **Found** when relating to a child or adults at risk:

* A **Lost** child/adult at risk is one who’s **whereabouts is not known**.   
  (Normally reported by a parent, guardian or carer).
* A **Found** child/adult at risk is one who’s **whereabouts is known**   
  but who is not with their parent, guardian or carer.
* **Clearly any child or vulnerable adult who is ‘lost’ is at greater risk**.

**Lost Children/Vulnerable Adult Procedure:**

If a person comes to the lost/found area to report a Lost Children/Vulnerable Adult, the following procedure will take place:

The member of staff will take:  **1) Full contact details from the person reporting the missing person and their relationship/position of responsibility to the missing children/vulnerable adult.**   
  
2) **A full description taken from the parent/guardian/carer of the missing person. To include:**

1. Person Details: Name, Age, Sex, Address
2. Person Description: Hair colour, Clothing, Identifiable Features
3. Access to a Mobile and Contact Numbers
4. Any known Vulnerabilities
5. Incident Details: Location last seen, Time last seen.
6. Any instruction/s the missing person has been given if they become ’lost’

* The person reporting should remain with the event staff. However, if they are insistent on leaving and searching themselves, it is essential that they remain immediately contactable by some means.
* The member of staff will then send a radio message to all channels informing them of a lost person with their description, and to inform them immediately if they are approached or find the person.
* Stewards & CCTV on site Entry / Exits points should acknowledge this message, stay on point and be prepared to challenge subjects who match the description even if accompanied to confirm the child / adult at risk is in rightful care.
* The Police to be informed after 10 minutes.(10 minutes is not set in stone - circumstances may dictate an earlier notification if there are suspicious circumstances surrounding the child/at risk. Designated Event Lead to risk assess the situation.)
* If attempts to locate the missing person prove negative, consideration should be given to making an announcement on the PA system. (Careful thought must to be given to the content of the message relayed as it may highlight vulnerability.)
* Once the person has been located, they will be taken to the lost / found area and this movement must be brought to the attention of the Designated Event Lead. Ideally 2 members of staff should be present when moving the person to this location.
* Once the lost child/vulnerable adult lead locates and confirms that the parents/guardians/carers are bona-fide, are fit to be in charge of a child (for example are not under the influence of alcohol) and that they have a child matching the description, they will be reunited with their child. Before a child is allowed to leave, their parent/guardian/carer should have to sign a form and provide some form of identification.
* An information message across each radio channel should then be made to inform that the search is over and police informed, if not already aware.
* If the person is refusing to go with the appropriate adult, then the police will be called without delay.

**Lock Down Procedure - Considerations**

As an Event organiser you might want to consider exploring a ‘Site Lock Down’ procedure. This is an option where you can secure your site (assuming the boundary and site footprint will allow you to) using your volunteers / stewards on the site perimeter to prevent / restrict site ingress and egress.

This is very useful for Lost and Found procedure where you need to restrict movement whilst you establish what is occurring.

To make it effective the site needs to have a defined perimeter that is non-permeable with the exception of site entry and exit points. You need to have designated staff on these points with an immediate and direct link into the main control room and a very clear briefing as to what to do if a site lock down is called. Supporting the staff could be movable barriers to reinforce their instruction.

The perimeter should have line of sight between staff, if not then as part of the procedure design would be making staff aware of the positions they specifically need to take up to support the lock down process.

**Medical & Welfare Information**

You need to ensure that your event has sufficient medical and welfare cover for your event. Name your designated first aiders here. How will first aiders be identifiable? If a person is a designated First Aider, then this must be their only role on the day of the Event.

You may also need to arrange external medical people in attendance, this will be dependent on the size and type of event that you are organising - Please refer to the Purple Guide for Medical guidance: <https://www.thepurpleguide.co.uk/>

**Waste, Recycling & Single-use Plastics**

How are you managing waste during your event? Extra bins? Skips? Litter Pickers?

What will be done to reduce waste, especially the use of single-use plastics?

**Toilet Provision**

What toilet provision is there on site? Please be aware that existing provisions are there for everyday use and will not include the footfall from your event. Additional cleanses of the facilities may need to be increased at a cost. If your event area does not have provisions, then you must provide these at a cost to yourselves.

**Food & Drink Provision**

Will you be having food & drink at your event? Who’s providing what?   
Ensure a list of food traders has been circulated to the Events Team and their hygiene certificates can be checked by Environmental Health at least 2 months in advance of your event date.

As mentioned in WDC’s Event Application Form, a **Street Traders Licence must be applied for** if you are planning on selling products such as programmes, tickets and or food and drink: <https://www.warwickdc.gov.uk/info/20009/licensing/18/street_trading_licences>

If you are selling alcohol, then a **Temporary Event Notice (TENs)** must also be applied for: <https://www.warwickdc.gov.uk/info/20022/pubs_and_clubs/13/temporary_event_notice>

**Event Cancellation**

Under what circumstances would you cancel the event? Please take into consideration you may have to cancel the event during it too. When would you make this decision? Who will be informed and how will it be communicated?

**Event Site Evacuation**

Under what circumstances may you need to evacuate the site? Have you considered evacuation routes and assembly points? Who will liaise with emergency services?

Warwick District Council will provide you with a Town Centre Evacuation plan if your event is taking place within a Town Centre.

**Complaints / Comments / Procedure**

How will you ensure contact details for the event are made clear to event goers before, during and after the event? Who will be responsible for responding to complaints or comments? How will you keep a record of comments or complaints that are received?

**Accidents / Near misses / Incident Reporting**

How will you record incidences of this nature and who will do this? Warwick District Council’s Events Team will require an evaluation of your event sent to them regardless if there is nothing to be reported.

1. **Roles & Responsibilities**

Include details of all people forming part of the event and their defined roles and responsibilities. Please give only one role to each person and if any of those roles cross over, identify who is the lead on this. Who is overall in charge? Who is responsible for making key decisions? It may also be useful to include a hierarchal tree to help visualise who is in charge on the day of the event, who reports to who?

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| **Name** | **Role** | **Responsibilities** |
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1. **Communication & Contact list**

Describe how you will communicate with all involved in the organisation of the event. Will you have radios or contact via mobile phones? Please note the Warwick District Council Events Team have radios that you may be able to use for your event. This list should include all key contacts for the event

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| **Name** | **Role** | **Number** | **Radio call sign** |
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A contact list should be included in your Event Management Plan and distributed to all who has a role in your event. Describe:

* **Use of mobile telephones** List of who is contactable and when. State where this list will be held in the event of an emergency on the day of the event.
* **Use of radios** Detail who has a radio. What are the pre-agreed call signs?
* **Communication with partners** How will you keep in touch with key partners, like Stewards, Medical, Emergency services etc.

1. **Event Risk Assessments**

Your Event Risk Assessment should include a list of all the likely hazards at your event.   
  
You will also need to provide a copy of Risk Assessments for any external (third party) activities – for example: bouncy castle operators, Stage/marquee providers, Fair rides etc.

**Examples of what to include on your Risk Assessment:**

* **Assess Hazards -** posed be the site e.g. Slips, trips, falls? Open water? Roads? Vehicle movements?
* **Assess risks relating to Crime and Disorder -** public safety; public nuisance; protecting children, theft, antisocial behaviour, drinking, drug taking etc.
* **Site -** Site layout, evacuation plans, set up, how you will secure any temporary structures, stages, screens, stalls, barriers, signage, lights, generators, trailing cables, seating, etc.
* **Acts & Activities -** performances, demonstrations, acts, parades, processions, sales from stalls, rides, amusements, projections, audience participation, etc.
* **Food & Drink -** compliance with relevant Licensing requirements and Food Hygiene Standards.
* **Public Nuisance** **-** control noise nuisance resulting from event.
* **Protect Children -** restrict access to age restricted activities or performances, (e.g. Cert 15 films) and ensure children`s activities are appropriately supervised.

1. **Appendices**

**To accompany this Event Plan you should also include the following documents (If relevant to your event)…**

1. **Event Risk Assessments**

Warwick District Council Events team can provide a Risk Assessment template if required.

1. **Site Plan / Event Layout Map**

* **Location plan -** covering the whole area of the event
* **Layout** **to show layout of main features of** **event -** information point, first aid point, lost property, lost/found children & vulnerable adults at risk point, litter and recycling, toilets if appropriate.
* **Movement -** copy to show location of marshals or stewards, pedestrian access points, vehicle access and exit routes, emergency access routes for police, fire and ambulance, evacuation routes in case of emergency, parking if appropriate

1. **Traffic Management Plan -** If applicable (this should be provided by the Traffic Management Company). This must also include stewarding points and vehicle mitigation if required.
2. **Copy of your Public Liability Insurance.** Please ensure that this is in date and has a minimum of £5 million cover. High risk activities - such as bouncy castles - must have a minimum of £10 million cover.
3. **Any other information or documents suitable/relevant to your event -**

* 3rd Party risk assessments? E.g. Bouncy Castle? Fair rides? Etc.
* 3rd Party Public Liability Insurance in date.
* Medical Plans if using an external company.

Our Events Team are available to help advise you on what needs to be included   
within your document, so please contact us if you would like any support   
in putting your Event Management Plan together:

Email [**events@warwickdc.gov.uk**](mailto:events@warwickdc.gov.uk)

Tel **01926 456012**

