Name of event

Date and time of event

Venue

Organiser’s name

Version x

### Event Safety Management Plan

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### The Health and Safety Policy Statement

- Include a policy statement and management system to support the statement

- Reference the relevant laws such as the Health and Safety at Work Act.

- Reference any other guidance you have reviewed in writing the plan, for example, the Purple Guide

### Event details

* A description of the event, including any special requirements
* The programme of events and how it is to be organised
* The intended venue
* The target audience and profile
* The likely numbers expected to attend

### Site plan

* Address of the site and areas used for the event
* General site layout
* Numbered points of entry
* Parking areas
* Emergency exits and assembly points
* Noise measuring points
* Ingress and egress routes (unless a local event only)

### Event planning

* Detail pre-event planning and de-brief, including liaison with:
  + SAG
  + Key Council officers
  + Emergency services
  + Enforcement agencies
  + Public transport authorities

### Roles and responsibilities

* Contact details
* Roles and responsibilities

### Licensing

* Licence requirements, if applicable.

### Site communication

* Communication arrangements include communication systems in place (radios/phones) and public address system/control room.
* Arrangements for Event Liaison Team meetings

**Set up and breakdown**

### . Set up and breakdown

* Dates and times the build and breakdown will take place
* Outline build/production schedule
* Service installation requirements
* Standards to be complied with for marquees, temporary structures, electrical, water and gas installations
* Reference to Construction (Design Management) Regulation 2015 (CDM) and key roles (Construction Plan required for more complex events)

### Event risk assessments

* Arranging for monitor safety in accordance with the event risk assessment
* Risk assessment covering all phases of the event (which should be signed and dated)

### Health and safety monitoring

* Arrangements for inspection and recording
* Areas to be monitored/inspected
* Structure of marquees structures/temporary demountable structures
* General public areas
* Toilets
* Marquees
* Catering
* Rides and concessions
* Frequency of inspections
* Name of persons responsible for inspecting
* Inspection check list details

### Provision for persons with disabilities

* Detail arrangements
* Sanitary provisions
* Viewing areas

### Accident reporting

* Arrangements of reporting accidents, incidents and near misses
* Reporting of major injuries out of normal working hours
* Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

### First aid/Medical

* Consultation with your provider and the ambulance service
* Detail arrangements for adequate cover
* Medical plan from the first aid/medical provider (can be added to appendix)

### Welfare/lost children/vulnerable adults

* Detail procedures in place for lost and found people including the timeline for involving the police and sign out process for people reunited with their families
* Staff looking after lost children must have completed police checks (DBS)
* A clearly signed point should be provided where found children can be supervised until reunited with their parents/carers and lost people can be reported
* For adult only events the welfare area will have a different focus working alongside the medics
* Adult only events should detail safeguarding arrangements/policy for any under 18s that attend and how to ensure their safety

### Drinking water

### 

* Detail arrangements

### Sanitary facilities

* Detail arrangements and numbers/types and location of toilets
* Must comply with the recommendations of HSE event health and safety guidance
* Must comply with licence requirements

### Traffic and transport management and transport on site

**(Traffic and Transport Plan may be in appendix)**

* Detail arrangements
* Authorised vehicles and routes
* Times of vehicle movement
* Speed limits
* List of gates and uses of gates and routes
* Maps including road closures, other traffic management and diversions and deployment of traffic marshals/personnel and infrastructure
* Management arrangements on the public highway and at transport hubs

### Control of noise

**(Noise Management Plan may be in appendix)**

* Procedures in place to control noise nuisance
* Detail any noise limits
* Detail types of noise and curfews for stages/site build and break
* Noise monitoring arrangements including agreed monitoring locations

### Insurance

* Include insurance cover and details

### Stewarding and security

**(Security Plan and Search Policy may be in appendix)**

* Detail arrangements
* Numbers and deployment and types of security (e.g. stewards/SIA/supervisors/managers)
* Induction and briefing
* Search policy and entry conditions if applicable
* Detail the role of any other volunteer marshals in this section or a separate section

### Fire procedures

**(Fire Risk Assessment may be in appendix)**

* Detail arrangements
* Fire risk assessment (can be added to appendix)
* Firefighting equipment and locations
* Fire prevention (no smoking signs)
* Catering (checks to units and location of gas cylinders)

### Counter terrorism

**(Counter Terrorism Mitigation Plan may be in appendix)**

* Arrangements in place following guidance from the Metropolitan Police. As covered in the ACT/SCAN training.
* Run, Hide, Tell – how this message will be briefed to personnel
* Suspicious item protocol - HOT principles – hidden, obvious and typical
* The 4 Cs – confirm, clear, communicate and control (cordon areas)
* Hostile vehicle mitigations

### Emergency procedures

* Detailed plans and those who have consulted on these plans.
* Command and control structure, arrangements for incident management and event liaison team (ELT)
* Incident categories or code words if applicable
* Emergency procedures– evacuation, show stop, invacuation
* Evacuation procedure – include roles before, during and after and who can call for the event status to change and implement an evacuation
* Detail emergency entrances/exits
* Detail assembly points
* Detail rendezvous points (RVPs) the area/s for emergency service vehicles on site
* Show-stop procedure – if you need to stop the event/stage due to an incident. Include the roles before, during and after and who can call for a show-stop
* Invacuation procedure – procedure to take if it is safer to keep attendees in the site rather than evacuate them out of the site/area of site. Include the roles before, during and after and who can call for an invacuation.
* Detail the location for ELT/Control Room

### The major emergency plan

* Plans in a major incident and roles
* Detail Careline contact number (LBBD out of hours line)
* Link your plan to the borough’s major emergency plan

### Ingress and egress plan

**(Ingress and Egress Crowd Management Plan may be in the appendix)**

* For events with a purely local audience this section may not be as detailed
* Audience profile and modes of transport
* Capacity of event site/areas of event e.g. big tops
* Evaluation of the site
* Arrangements for all phases – arrival and assembly (e.g. as train station), ingress (route in), circulation (in event site, egress and dispersal (route out))
* For fenced events include normal egress and emergency egress/evacuation and flow rates and evacuation times
* Maps to show the ingress and egress routes

### Contingency plans

- Include plans for different contingency e.g.

* + Adverse weather (inclement and heatwave)
  + Serious injury or death on site
  + Event cancellation
  + Lost child/adult
  + Other contingencies relevant to your event

### Useful off-site locations

- Include addresses for useful off-site locations e.g.

* + Hospitals
  + Nearby venues you can gain access in an emergency
  + Train stations

### Community and Environmental Impact

* Assessment of impacts on the community and environment and mitigations in place in relation to noise, litter, anti-social behaviour, wildlife and habitat
* Community liaison and consultation arrangements
* Details on how local residents and stakeholders can raise concerns/make complaints before, during and after the event (hotline number/community email and website)

### Appendices/supporting plans

This section may include:

* Entertainment programme
* Contacts list and radio list
* Forms e.g. accident, lost children, H&S monitoring form
* Plans and procedures e.g. risk assessment, fire risk assessment, medical plan, CDM plans, evacuation plans, and emergency action cards
* Construction plan (CDM) and site rules
* Licensing conditions
* Guidance and briefings (H&S briefing sheet, bar staff briefings etc.)
* Important supporting paperwork i.e. inflatables
* Examples of accreditation passes/vehicle passes
* All personnel briefing notes