

**Environmental Health
Northamptonshire**



Event Management Plan Guidance



PREPARING FOR EMERGENCIES
WHAT YOU NEED TO KNOW

This document has been adapted from the Event Organisers Handbook created by the Lincolnshire Event Safety Partnership and is reproduced with their permission.

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How to use this guidance

This guidance has been designed to aid event organisers in planning safe and exciting events, whilst ensuring all safety aspects have been considered.

When beginning the plan, the guidance notes should be read to ensure an understanding of what each section is asking for. The Anytown Summer Fair has been used as an example throughout. Also, before filling in the blanks for an event, make sure you know the answers to most of the questions, to avoid duplication later in the plan. The plan should be used alongside Event Organiser's Handbook and other documents in the toolkit, available to download for free from the website of your local authority.

On your local authority website, there is a blank template plan provided as a starting point for your Event Management Plan. It should be remembered that the headings in the template are by no means exhaustive, and if the organiser considers a part of their event ought to be detailed in the plan, then it should be added. Also note that not all parts of the template may be relevant for every event.

On completion of the document, it is recommended that the plan is thoroughly read through, and perhaps checked by a person who has not seen the plan before. In the event of an incident at the event, the event team, and the emergency services will be relying on the plan to know your event as well as the organising team do.

If there are any queries on the use of this plan, please see page 4 for a list of useful contacts who may be able to assist you further.

Useful Contacts

Corby Borough Council

The Corby Cube, George Street, Corby, Northants, NN17 1QG

Tel: 01536 464000

Email: customer.first@corby.gov.uk

Daventry District Council

Lodge Road, Daventry, NN11 4FP

Tel: 01327 871100

Email: comments@daventrydc.gov.uk

East Northamptonshire Council

Cedar Drive

Thrapston

Northants

NN14 4LZ

Tel: 01832 742000

Email: customerservices@east-northamptonshire.gov.uk

Kettering Borough Council

Municipal Offices,

Bowling Green Road,

Kettering,

NN15 7QX

Tel: 01536 410333

Email: customerservices@kettering.gov.uk

Northampton Borough Council

The Guildhall

St. Giles Square

Northampton

NN1 1DE

Tel: 0300 330 7000

South Northamptonshire Council

Springfields, Towcester,

Northamptonshire NN12 6AE

Tel: 01327 322281

Email: health.protection@southnorthants.gov.uk

Borough Council of Wellingborough

Swanspool House,

Doddington Road,

Wellingborough,

NN8 1BP

Tel: 01933 229777

Email: generalenquiries@wellingborough.gov.uk

Northamptonshire Police

Force Headquarters , Wootton Hall , Northampton , NN4 0JQ

Tel: For all **non emergencies & enquiries**, call **101**

Email: northantspoliceemailroom@northants.police.uk

Northamptonshire Fire and Rescue HQ

Northamptonshire county Council

0300 126 1000

East Midlands Ambulance Service NHS Trust

Trust Headquarters, 1 Horizon Place, Mellors Way, Nottingham Business,
Park, Nottingham, NG8 6PY

Tel: 0115 884 5000

Highways

Northamptonshire county Council

0300 126 1000

Guidance Notes

This section contains guidance notes, and example answers, for the blank plan provided on your local authority website. It is recommended that you read through this guidance before completing your own plan.

Event Management Plan

Event Name

Anytown Summer Fair

Event Date and Times

July 3rd 2012, 10am - 10pm

Owned by: *Anytown Town Council*

Version: *4*

Date Submitted: *2nd February 2012*

Review Date: *16th February 2012*

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1. Event Overview

EVENT DESCRIPTION

Include a brief description of what your event is. Think of it as how you would describe your event to someone who has never been to your event.

Anytown summer fair is an annual even that has been held on the village playing fields every July since 1973. The fair includes side shows and stalls, which take place in marquees erected by the organizing committee. Some traders bring their own units. Entertainment takes place on a main stage in the centre of the field, with space in front for the audience. Entertainment is low key and features brass bands and country dancing.

LOCATION

Describe the detailed location, including the local authority area, closest major road(s).

Anytown Summer Fair takes place on the Anytown playing fields, off the A1234, City Road.

Describe the site some of the surrounding area

This event is located on playing fields which are not overlooked. There is an area of hard standing and a 2 acre flat green field.

The area is bordered by a mixture of local shops and residential property and is located 2 minutes from the main shopping streets of Anytown.

HINT: You may be able to print aerial views of your site from the internet.

DATES AND DURATION

Include details of the build up and break down schedule of the event, as well as the event itself. If specific happenings are likely to attract a larger number of people, include information in this section.

*Date: 3rd July
Times: 10am - 10pm
Other: The Anytown Princess will be crowned at 3pm on Sunday.*

ENTRANCE/EXIT POINTS

If your event has complex entrance/exit arrangements e.g. separate entrances for ticket or cash sales, pre-sold entrance points or is an enclosed area please add more detail to this section.

People will enter the Summer Fair through the Playing Fields car park and then through a gate measuring 3ft wide and supervised by stewards.

ATTENDANCE

Include your expected attendance figures. For an all day/multiple day event this should include maximum expected/allowed attendance and the maximum at any one time.

Anytown playing fields can only safely accommodate 5,000 people at any time. Tickets are restricted to 4,500. Based on previous years and on up to date ticket sales information, expected numbers for the event are 4,200.

Depending on whether tickets have sold out before the event, tickets may be on sale on the morning of the event.

AUDIENCE PROFILE

Note that your audience profile will help you when planning for risks and ensures that you put in place control measures and facilities appropriate to the event. For example – if organising a tea dance, it is not likely that you would need to provide baby changing facilities, but should ensure that there are plenty of rest areas available.

Previous history, entertainment type and ticket sales will all help to indicate the audience profile.

This event will attract a wide range of people from young to elderly and is organised as a family event. For people with mobility issues, the hard standing surface gives suitable access to the event.

THE EVENT ORGANISERS

Please detail who the event organisers are.

The event is organised by Anytown Town Council.

Include a tree of responsibility:

The chairperson is Eileen Catchpole who is responsible for all matters of safety at the event. The event co-ordinator, responsible for the arrangements and timings of the event is Adam Thompson. The event team comprises of other members of the Town Council who will be situated in a marquee which is clearly identifiable as Event Control.

ROLES AND RESPONSIBILITIES

Include the various roles of those involved in the event in the table below, and detail what their role entails.

A brief description of roles and responsibilities is included below

<i>Safety Officer</i>	<i>Overall management of safety issues relating to the event.</i>
<i>Event Manager</i>	<i>Management of incidents on the ground. Management of key contractors, management of issues and compliance, site management, entertainment manage</i>
<i>Event Team</i>	
<i>Security and Stewarding Companies</i>	<i>Crowd Safety, searching, and admission control, badge checking. SIA function</i>
<i>Traffic Manager/Traffic Management Company</i>	<i>Traffic Management (as specified in Traffic Management Plan)</i>
<i>First Aid</i>	<i>FirstAid R Us are contracted to provide First Aid cover in accordance with the Medical Risk Matrix.</i>
<i>Safety of vulnerable adults and children</i>	<i>DBS checked personnel will be located in The Pavilion, and take responsibility for, any lost, found or vulnerable people.</i>

CONTACTS

If the user of this plan needs to get in touch with anyone involved in your event, they will look here.

A full contact list is included at Appendix ___.

CATERING AND HOSPITALITY

Catering styles during an event will vary from mobile catering units to all inclusive hospitality packages.

Environmental Health department liaise with all contactors around food, health and safety, before the event and conduct monitoring visits during the event. It is the responsibility of the event organiser to advise the Environmental Health department of all contractors as soon as they are booked for the event.

If applicable, describe the catering facilities you are offering and where they are located on your site map.

There will be 5 catering vans offering light refreshments, and 3 ice cream vans on site. These are shown on the site map.

DRINKING WATER

If you plan to provide drinking water (non-bottled) at your event, you must ensure that it is fresh and safe to drink. This may involve contacting your local authority or water authority for advice and carrying out water sampling activities.

Describe what water provision you will be making and how you intend to demonstrate that it is safe to drink.

There will be two taps on site for fresh water run from a mains supply. This will be clearly marked as drinking water. The water system will be sampled 1 week prior to the event.

LIQUID PETROLEUM GAS

All plans of catering layouts show which traders have declared the use of LPG gas. A list of stallholders, together with plans are given to Environmental Health staff for inspection and issued to Sector Stewards and Fire and Rescue in Silver Control.

A plan indicating sites using LPG is shown in Appendix __

LITTER

Consideration needs to be made for litter during and after the event. This may be provided by the local voluntary groups or by companies.

Litter collection and street cleansing services are provided by PickItUp.

This includes the provision of bulk refuse skips, supply and emptying of litter bins, litter picking and mechanical cleansing.

Skips and collection points are shown on the full site plan.

ENTERTAINMENT

Various types of entertainment may take place at an event. Please detail here the types of entertainment which are planned for your event, including the times and locations.

There will be live music throughout the day from local bands on the main stage shown on site plan. The Anytown Princess will be crowned on the main stage at 3pm. At 7pm, there will be a two hour local talent show for competitors of all ages. A license has been obtained from the Council licensing authority.

BARRIERS

Please indicate where barriers will be used, and how many will be on-site. Include details of the type of barrier and who is installing them.

A supply of crowd control barriers will be available at key locations around the site, and their deployment and availability is lodged with the Event Control. Barriers that are already planned to be used can be seen on the site plan.

SECURITY/STEWARDING COMPANIES

Stewarding or security staff will be needed for the following types of duties:

- Searching at entrances
- Badge checking
- Rapid response
- Crowd monitoring
- Emergency evacuation
- Control and direct the public as required
- Monitoring fire exits and fire equipment in their areas
- Fire panel monitoring

Stewards will be present at the Fair. They will be identified by hi-vis jackets, and be responsible for ticket checking and searching at entrances, rapid response, crowd monitoring, emergency evacuation, controlling and directing the public, and monitoring fire equipment. The stewards are fully trained, and will receive a briefing at 09:00 on the day.

CCTV

If CCTV is available at the event, the coverage should be detailed here. Include who is responsible for operating and whether they are, or require to be SIA registered.

The playing fields are covered by Town Council CCTV and the operators have been made aware of the event taking place. An officer will be available in the CCTV room on the day of the Fair, and a contact number has been provided.

SAFEGUARDING CHILDREN AND VULNERABLE PERSONS

You must consider your arrangements for safeguarding and protecting children and other vulnerable groups who will be attending your event.

Areas to consider could include:

- DBS checks for all staff regularly involved with children and vulnerable groups
- Specific areas and events for children must be arranged and managed by suitably experienced and/or qualified persons
- Numbers of children in any place at any one time
- Relevant insurance
- Media policy (photography and video imagery) by the organisers and parental/guardian consent.

2. COMMUNICATIONS

PA SYSTEM

This section should detail any PA systems in use at your event. If the entire site is not covered, please detail which parts are not covered and how these areas can be communicated with.

There will be a PA system on the stage to give any announcements to visitors. It is currently assumed that this will be suitable to project messages to the entire event site. This will be tested prior to the event, and the plan updated accordingly.

RADIO

Use of radios should be considered and details of their use recorded in this plan (for example – who has them and what channel they are being allocated)

Radios are provided for the event and are allocated to all appropriate staff and contractors. An Event Control channel will be accessible from all radios.

All staff will be briefed by the event organisers to ensure that all incidents, operational or safety, should be communicated to the Event Control where incoming calls will be logged and delegated/communicated to the appropriate people.

Radio coverage will be tested on 3rd June, to allow time for any changes to be made if required.

LOUD HAILERS

Detail here where loud hailers can be located if in use at the event, and list those trained and confident in use.

Loud hailers are provided at the entrances, and at the stage, in case of PA system failure. The event organisers and stewards are trained and confident in the use of a loud hailer.

TELEPHONE

This section should contain details of any landlines, or any known difficulties with mobile phone networks in the area of the event.

There are two landlines in place at Event Control, linked into Anytown Town Hall.

There are no known mobile phone network difficulties in the area.

A full radio and telephone list can be found in Appendix 2

SIGNAGE AND PUBLIC INFORMATION

Detail here any signage or public information facilities being used.

Temporary event signage is available across the site, giving directions to the exit points, toilet facilities and first aid points.

MEDIA HANDLING

The event may attract media attention and senior members of the team should be ready and prepared to give statements about the event.

Pre-prepared media statements, with gaps for attendance numbers etc will be written by the Anytown Town Council event team prior to the event.

3. TRAFFIC MANAGEMENT

The traffic management of an event is the responsibility of the event organiser. They will liaise with the Highways department for the area, the local Police and any stewarding company involved in managing the road, to write a traffic management plan for the event.

Special Event Temporary Traffic Regulation Orders and Signage plans require approval by the relevant Highways department.

Please detail any Temporary Traffic Regulation Orders that have been approved for your event.

No roads have had to be closed for this event, as it all takes place on fields.
There is car parking available on site, but stewards will be directing cars to spaces to aid the movement of vehicles on the A1234.

The organisers are in contact with the Police, Highways department and

4. MEDICAL AND FIRST AID COVER

Details of the First Aid and medical cover for your event should be detailed in this paragraph, including the results of the medical risk matrix (available on the LESP website).

This paragraph also allows for details of where each medical facility is located on your site.

First Aid cover for the Anytown Summer Fair is being provided by FirstAid R Us. They will be located at the main stage and at the Event Management Tent. The first aid points will be given over the PA system, and also signposted around the site. We have also made AnyTown Ambulance Service aware of this event. The nearest hospital is located at Anytown.

5. FIRE RISK ASSESSMENT

A Fire Risk Assessment must be carried out for all locations and details of any risks identified and the way that they are to be managed should be written

The fire hazards that have been found are the catering vans (who have all provided their own risk assessments - see Appendix ___), and lighting on the stage for the evening entertainment. We aim to mitigate the risk of the stage by using tested equipment.

within this paragraph.

FIRE EXTINGUISHERS

Fire extinguishers should be located at key positions across the site.

There will be 3 fire extinguishers by the stage, all of the catering vans provide their own extinguishers, and 2 by the entrance/exit. Stewards are trained in their use. Locations of fire extinguishers are shown by a red dot on the site map.

6. POLICE

This paragraph should include where Police are involved in any of the traffic management of the event as well as if they are present during the event or if the local officers have been made aware of the event taking place.

The Town Council have made the Police department aware of the event taking place, and have included them on the email circulation list for event planning and updates.

7. CAMPING PROVISION

This section should include any camping provision that will be included as part of your event. This could include staff, performers, members of the public or anyone else who may be camping on the site over the course of your event

There will be no overnight camping at this event

Indicate what sanitary provision will be provided for your camping area.

N/A

Has a fire safety risk assessment been undertaken? What measures have been put in place to ensure fire safety at your campsite?

N/A

8. RISK MANAGEMENT

RISK ASSESSMENTS

Indicate where risk assessments can be found and any significant issues arising.

Please see Appendix __ for complete risk assessment. This has been made in accordance with the Risk Assessment document.

INCIDENT RECORDING

The Event Control should maintain a record of everything that occurs throughout the event. Describe what methods will be used.

All radio messages will be captured on a laptop at event control by a dedicated member of the event team who has been trained for this role. The safety officer will be responsible for any RIDDOR notifications.

INCIDENT RECORDING – RIDDOR

The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations require certain incidents to be reported to the Local authority Health and Safety / HSE by law. RIDDOR information is included in the incident log.

A summary of injuries and occurrences which must be reported include:

For IMMEDIATE reporting

- Death (also to Police)
- Major Injury –
- Amputation,
- Fracture (except fingers and toes)
- Loss of sight (even temporarily)
- Penetrating eye injury
- Injury from electric shock
- Loss of consciousness
- Acute illness
- Non consensual violence (i.e. not a boxing match)
- Injury to non employee requiring hospitalisation
- Dangerous occurrences (major power failure, structural collapse etc)

For reporting within 15 days of occurrence

- Death of employee within 1 year of accident
- Hospitalisation of employee for more than 24 hours
- Absence from work for more than 7 days (employee or visitor)
- Incidence of a reportable disease (e.g. industrial diseases; dermatitis, asbestosis etc)

Reports must be made by a 'responsible person' (this should be the Safety Officer) and by the 'quickest practical means' (phone or fill in online form).

See incident reporting folder for further information. The Operations Manager may also submit a RIDDOR.

You must use Form 2508 to report the incident (2508a for diseases).

This must be sent within 15 days even if you have already reported by phone etc.

The forms are held in the incident log files.

N.B. A '7 day' should be calculated as follows:

- Not the day of accident
- Includes weekend and bank holiday
- On the 8th day, if still absent, report on.

N.B. need mode of notification from First Aid provider to report under RIDDOR.

HEALTH AND SAFETY EXECUTIVE

This paragraph should detail who is to contact the HSE if there is an incident.

The Safety Officer will contact the HSE if required using the 24 hour number in the contacts list.

INSURANCE

This is where details of the insurers will be found and will include the level of cover.

The event organiser maintains public liability insurance to the value of £X million covering all its activities at the Anytown Summer Fair. A copy of the certificate can be found at Appendix _ Anytown Town Council has asked the contractors to provide their own public liability insurance. Copies of which can be found at Appendix __. These are kept on file and are available for inspection via Event Control.

WEATHER

This paragraph should cover who is responsible for monitoring weather forecasts in advance and during the event, who this information will be passed to and where the information will be obtained.

The weather forecast will be monitored by Bill Victor and the information will be passed to the safety officer for any relevant actions. The information will be obtained from the Met Check website.

9. Incident Management

This section allows for details of the management of the event under normal circumstances as well as details of how the event will be managed should an unforeseen incident occur.

The event will be managed from an Event Control Room, which includes representatives of the event organisers and the emergency services.

Event Control monitors event safety and co-ordinates and directs the roles of the various agencies involved.

Extreme Weather

Extreme weather may cause other actions to be taken to prevent injury or damage. Please detail here if there are any issues regarding this event.

If extreme weather affects the Fair, the safety officer and event manager will take appropriate action to prevent injury or damage. As this is an open site, strong winds may become an issue, especially with electrical equipment on the stage. The decision of cancellation/amendment to the event lies with the event organiser.

EMERGENCY VEHICLE ACCESS ROUTES

This paragraph should detail any dedicated emergency vehicle access routes and rendezvous points or any public routes or locations that may be used for emergency vehicles.

These are more easily shown with reference to the site map.

There are two locked gates onto the playing fields, which can be unlocked by either the event organiser or the emergency services, and which will provide direct access to the playing fields. These routes are marked on the site map.

EVENT EVACUATION PLAN

Detail here emergency evacuation for visitors as well as the event team and contractors, including car parks.

Plans for the evacuation of the site or distinct parts thereof, are contained in the Major Incident Plan, at Appendix __.

NOTE PAGE

NOTE PAGE