**EVENT MANAGEMENT PLAN**

Event management plan template and guidance notes

For small and medium sized events

The Safety Advisory Group (SAG) appreciate this document is subject to change, please complete with as much information as you can provide at the point of submission. To enable the plans to be reviewed by the SAG please ensure you submit draft documents at least 6 weeks in advance of an event. Initial documents received after this time will not be accepted. You may of course submit amended copies/further details outside of this timeframe but with sufficient time in advance of an event to enable the SAG to review and comment.

EVENT ORGANISER DETAILS

Event organiser name/s Click or tap here to enter text.

Organisation Click or tap here to enter text.

Telephone/mobile Click or tap here to enter text.

Email Click or tap here to enter text.

Contact telephone number on day of the event (if different to above) Click or tap here to enter text.

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INTRODUCTION

The purpose of this document is to assist event organisers planning to hold an event in the South Norfolk or Broadland areas. Once complete an event management plan should enable a person unfamiliar with your event to pick it up and run the event without the organisers input.

EVENT OVERVIEW

Name of event Click or tap here to enter text.

Proposed event location (please provide full address if known and ideally a location plan) Click or tap here to enter text.

Event description (please provide a general overview of what the event will involve) Click or tap here to enter text.

Event date(s) Click or tap here to enter text.

Event start time (for the public) Click or tap here to enter text.

Event finish time (for the public) Click or tap here to enter text.

Audience profile (i.e. family/teenagers/30-40, etc) Click or tap here to enter text.

EVENT MANAGEMENT

EVENT ORGANISATION STRUCTURE

Event management organisational structure example – please change to reflect your own event

|  |  |  |
| --- | --- | --- |
|  | Event Organiser Name |  |
| SAMPLE |  |
| Safety Advisory Group (SAG) |  |  | Event Control (Event day only) |
|  |  |
|  |  |
|  | Event Manager Name |  |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Safety Advisor |  | Medical Provider |  | Event Contractors |  | Security and Stewarding Provider |  | Traffic Management Provider |  | Volunteering |

KEY EVENT MANAGEMENT CONTACTS

Populate the following table with the names, roles, and contact details of the key people involved in organising your event, such as Event Organiser, Event Manager, Event Safety Advisor, Event Media Officer, etc.

|  |  |  |
| --- | --- | --- |
| Name | Role | Contact number |
|  |  |  |
|  |  |  |
|  |  |  |

KEY EVENT CONTACTS – OTHER

Populate the following table with all the other key contacts for your event.

PROVIDERS (medical, first aid, fire, welfare)

|  |  |  |
| --- | --- | --- |
| Name | Role | Contact number |
|  |  |  |
|  |  |  |
|  |  |  |

ACTS/ENTERTAINMENT

|  |  |  |
| --- | --- | --- |
| Organisation | Name | Contact details |
|  |  |  |
|  |  |  |
|  |  |  |
| SPECIAL EFFECTS |  |  |
| Organisation | Name | Contact details |
|  |  |  |
|  |  |  |
|  |  |  |
| SUPPLIERS/CONTRACTORS  |  |  |
| Organisation | Name | Contact Details |
|  |  |  |
|  |  |  |
|  |  |  |

CATERING SUPPLIERS – Please use a separate sheet if necessary. If supplier details are unknown at this stage, please continue to complete the remainder of the form and submit to the SAG with further details to follow.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Company 1 | Company 2 | Company 3 |
| Trading Name |  |  |  |
| Registered Address |  |  |  |
| Food Business Operator |  |  |  |
| Contact details |  |  |  |
| Food Hygiene Rating & Date of Inspection |  |  |  |
| Relevant Local Authority |  |  |  |
| Type of food and/or drink being supplied |  |  |  |
| Cooking method and equipment (if applicable) |  |  |  |
| If gas applicance(s) used, do they have an up to date Commercial Gas Safety certificate |  |  |  |
| Handwashing arrangements |  |  |  |
| Equipment washing arrangements |  |  |  |
| Waste and drainage arrangements |  |  |  |
| Any other information |  |  |  |

To assist in assessing the suitability of catering providers please visit the Chartered Institute of Enviornmental Health (CIEH) [National Guidance for Outdoor and Mobile Catering](https://www.cieh.org/media/1254/cieh-national-guidance-for-outdoor-and-mobile-catering.pdf)

PRODUCTION SCHEDULE

Please populate the below production schedules.

It’s important that you produce and document your production schedule to enable your team to plan their time effectively.

PRODUCTION SCHEDULE (pre-event build)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Task | Start time | Finish time | Resources/who | Notes |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

PRODUCTION SCHEDULE (during event)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Task | Start time | Finish time | Resources/who | Notes |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

PRODUCTION SCHEDULE (post event breakdown dates)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Task | Start time | Finish time | Resources/who | Notes |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

EVENT RUNNING ORDER

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Venue | Description of activity | Start time | Finish time | Notes |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

HEALTH AND SAFETY

YOU ARE RESPONSIBLE FOR HEALTH AND SAFETY AT YOUR EVENT

[The Health and Safety at Work Act 1974](http://www.hse.gov.uk/legislation/hswa.htm) is the primary piece of legislation that covers health and safety at work. Even if you are a community organisation with no employees it is still your responsibility to ensure that your event and any contractors are operating legally and safely. It is therefore essential that you address the following areas to ensure that all steps have been taken to ensure your event is safe and complies with all health and safety law and guidelines.

Familiarise yourself with the Health & Safety Executive guidance on [how to run an event safely](https://www.hse.gov.uk/event-safety/) and [The Purple Guide](https://www.thepurpleguide.co.uk/) to Health, Safety and Welfare at Events.

RISK ASSESSMENTS

**Please provide a copy of your completed risk assessment**.

The first step in the process is to identify all significant hazards. The risk assessment can then be worked through via the [online template](https://www.hse.gov.uk/simple-health-safety/risk/index.htm).

FIRE SAFETY

A fire risk assessment must be undertaken as part of your planning, this should be carried out as a separate exercise for larger events, but can form part of the general risk assessment for smaller events. If you will be submitting a separate fire risk assessment please skip to the security/stewarding section.

Ensure that, based on the findings of the assessment, suitable and sufficient fire-safety measures are taken to minimise the risk of a fire.

Please complete all sections below to show how you are managing fire safety at your event. Where you feel a section is not relevant to your event, please explain your rationale. This will show you have due diligence in assessing each section.

|  |  |  |
| --- | --- | --- |
| Total number of persons attending the event | Maximum attendance in each building | Maximum attendance in each temporary structure |
|  |  |  |

What measures are in place for those person(s) with a disability? Click or tap here to enter text.

How many competent people will manage fire safety at the event? Who will perform the role of fire safety officer at your event? Please provide their contact details.

Click or tap here to enter text.

Detail the means of controlling the occupancy numbers at your event. Click or tap here to enter text.

What provision of warning is there in case of fire? Click or tap here to enter text.

What is the maximum occupancy based on the number and size of fire exits for the event? (Remember: the largest fire exit must be excluded from your calculations) Click or tap here to enter text.

Does your event involve the use of any temporary structures (such as marquees)? If so, what are the provisions for escape routes for the numbers expected to use them? Click or tap here to enter text.

Do all emergency exits and escape routes have compliant signs and notices? Click or tap here to enter text.

All stage/set decorations/gazebos etc. must be fire retardant to BS standard? Are copies of the certificates included with this submission? Click or tap here to enter text.

What lighting is available if the event continues following darkness? Click or tap here to enter text.

What emergency lighting is available? Click or tap here to enter text.

What emergency lighting will there be external to the structure to illuminate those evacuating? Click or tap here to enter text.

What ignition sources have been Identified? Click or tap here to enter text.

Will generators be fuelled by diesel? Click or tap here to enter text.

**If your event has catering, the following information is required.**

Are Liquid Petroleum Gas (LPG) cylinders being used and/or stored at the venue? Click or tap here to enter text.

What control measures are in place for storing LPG? Click or tap here to enter text.

Detail the firefighting equipment across your event site Click or tap here to enter text.

How are staff trained to use firefighting equipment? Click or tap here to enter text.

Detail the structural materials and decorations/hangings/gazebos that are fire retardant to BS/EN standards Click or tap here to enter text.

Is there suitable fire appliance access to your venue? Is this location and route detailed on your site plan? Click or tap here to enter text.

Have you identified a place of safety in the event of a fire? Is this location detailed on your site plan? Click or tap here to enter text.

SECURITY AND STEWARDING/CROWD MANAGEMENT

Some events will require professional security. The main purpose of security and stewarding is to protect the public and it will be your risk assessment that will identify what your security requirements will be.

Security at events carrying out licensable activities must be SIA ([Security Industry Authority](http://www.sia.homeoffice.gov.uk/Pages/home.aspx)) licensed.

What are the roles and responsibilities of your stewards, and will they be paid or volunteers? Click or tap here to enter text.

Where will they be positioned and why? Click or tap here to enter text.

Supplier name providing your stewards? How will they be identified? Click or tap here to enter text.

Will you be using Security Industry Authority (SIA) licensed security staff? (If yes, please complete below)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Licence Number | Role | Location |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

When will your security and stewards be briefed? Click or tap here to enter text.

Please provide a copy of the information that will be given to security and stewards (briefing document).

How will the event team and the security and stewards (including any traffic stewards) communicate with each other on the day of the event? Click or tap here to enter text.

COUNTER TERRORISM

The Keeping Everyone Safe at Events guidance includes a wealth of advice available to staff and organisers of public events to ensure everyone can enjoy themselves. The guidance encourages businesses, staff and the public to continue to stay alert and help keep each other safe. In addition, the guidance is to raise awareness of the material that is available on Protect UK.

Further details can be found at [Keeping everyone safe at events | ProtectUK](https://www.protectuk.police.uk/news-views/keeping-everyone-safe-events)

EMERGENCY PROCEDURES

Your risk assessment will help you document your procedures.

It is important that you document your procedures and communicate this with all your event staff, contractors and volunteers, as well as making the emergency services aware of your event.

Responsible person for determining that an incident is a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control? Click or tap here to enter text.

Who will report this to the emergency services? Click or tap here to enter text.

What systems do you have in place to contact the local emergency services? Click or tap here to enter text.

Who will liaise with the emergency services when they get to the site? Click or tap here to enter text.

What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident? Click or tap here to enter text.

Who will be responsible for crowd control during an incident? Click or tap here to enter text.

If required, how will the event be evacuated and what steps would you take? Click or tap here to enter text.

How will any evacuation instruction be given? Click or tap here to enter text.

Details of any emergency signage that will be used at the event (i.e. emergency exit signs) Click or tap here to enter text.

Use the METHANE method below to describe the situation to the emergency services when something happens.

|  |  |  |
| --- | --- | --- |
| M  | Major emergency | Assess situation |
| E | Exact location | Exact location? How widespread? |
| T | Type of incident | Cause? What do we need to respond to? |
| H | Hazards | What might others need to know? |
| A | Access | Approved route? Rendezvous point? |
| N | Number of casualties | Injured & non-injured. How many? Where? |
| E | Emergency services | Who has attended? What information has been provided? |

UNATTENDED ITEMS/SUSPICIOUS ITEMS

When assessing whether an item may be an unattended bag or something more sinister, use the following guidance

|  |  |  |
| --- | --- | --- |
| H | Hidden deliberately | Has it been put somewhere in an attempt to hide it? |
| O | Obviously suspicious | Does it look like a device? |
| T | Typical of an item at your location | If you’re at a concert, for instance, is it a rucksack or something someone may have left. |

Chances are if you have answered NO to the questions above, it isn’t suspicious. Ask around to see if anyone noticed who put it there. If there is a chance it may be suspicious, use the following as guidance:

|  |  |  |
| --- | --- | --- |
| C | Confirm | Confirm with Senior Event Staff your actions |
| C | Clear | Clear people away from the immediate area and await instruction |
| C | Communicate | Communicate your actions with Senior Event Staff |
| C | Control | Control access to the immediate area and await instructions |

If there is suspicious activity you would like to report, call 999

INCIDENT REPORTING AND INVESTIGATION

Detail the system in place for reporting and recording accidents and incidents Click or tap here to enter text.

EVENT MEDICAL COVER

Please ensure you submit a medical plan; ideally with this event management plan but at least 6 weeks in advance of the event.

Medical provider details Click or tap here to enter text.

Company name and full address Click or tap here to enter text.

Email contact Click or tap here to enter text.

Telephone number(s) Click or tap here to enter text.

Contact phone number during the event (if different to above) Click or tap here to enter text.

Name of person(s) in charge of medical cover during the event Click or tap here to enter text.

Medical team command structure and lines of responsibility Click or tap here to enter text.

Start time for medical cover (24hr clock) Click or tap here to enter text.

Finish time for medical cover (24hr clock) Click or tap here to enter text.

Number of medical staff on duty and qualification levels Click or tap here to enter text.

Will you have the ability to convey patients to hospital from the event Click or tap here to enter text.

Number of ambulances at the event and location(s) Click or tap here to enter text.

Number of first aid treatment areas and their location(s) at the event Click or tap here to enter text.

Can you confirm that all medical staff do not have other duties i.e. a security role Click or tap here to enter text.

How will the medical team communicate during the event Click or tap here to enter text.

Who will have the responsibility to ring 999 if NHS ambulance services are required Click or tap here to enter text.

Number of defibrillators available during the event Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
| Total number of persons attending the event | Total number of staff/artists/volunteers/etc | Total number of spectators |
|  |  |  |

FUN FAIR, INFLATABLE PLAY EQUIPMENT AND OTHER ATTRACTIONS

If you plan to have [inflatables, rides or a fun fair](https://www.hse.gov.uk/entertainment/index.htm) at your event you must carry out a number of checks and collect a range of documentation. For these attractions make sure that you see a copy of the provider’s public liability insurance, risk assessment and method statement. The name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme) is required. Please ensure that you check any safety documentation of contractors that are hired.

[PIPA](https://www.pipa.org.uk/) is an inspection scheme set up by the inflatable play industry to ensure that inflatable equipment conforms to recognised safety standards.

[RPII](https://www.playinspectors.com/) - (Register of Play Inspectors International) inspection regime.

|  |  |  |
| --- | --- | --- |
| Attraction name | ADIPS number | PIPA or RPII (if applicable) |
|  |  |  |
|  |  |  |
|  |  |  |

TEMPORARY DEMOUNTABLE STRUCTURES (TDS)

Please provide a detailed list of all [temporary demountable structures](https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm) you plan to bring onto your event site. Include what procedures you will follow to ensure all structures are supplied by a competent contractor.

Please note construction work on events must comply with the [Construction, Design and Management Regulations 2015 (CDM 2015)](http://www.hse.gov.uk/entertainment/cdm-2015/index.htm) and details of your Construction Phase Plan should be included in the form below before the build is commenced.

Client details Click or tap here to enter text.

Principal designer details Click or tap here to enter text.

Principal contractor details Click or tap here to enter text.

Description of work/project Click or tap here to enter text.

Key dates Click or tap here to enter text.

WORKING TOGETHER/ORGANISE

How the work will be managed safely Click or tap here to enter text.

Key arrangements Click or tap here to enter text.

Key safety risks on this project are Click or tap here to enter text.

SAFETY BARRIERS

Please provide detail of all safety barriers you will bring onto the event site. Ensure you incorporate all barriers on your site plan. For example, use of pit barrier in front of a stage Click or tap here to enter text.

ANIMALS AT EVENTS

The organiser is responsible for the welfare of the animals, which are to be transported, housed, fed and displayed to the public in a manner suitable and appropriate to the animals’ needs. The organiser shall abide by the obligations and the duty of care imposed on them by the [Animal Welfare Act 2006](https://www.legislation.gov.uk/ukpga/2006/45/contents).

Before any of the animals arrive on the site of an exhibit, a health and safety risk assessment and an emergency plan must be in place.

This should include:

* the recovery and treatment of any escaped animals
* evacuation procedures in case of a fire, flood, or any other emergency

Please provide a detailed list of all animals you plan to bring onto your event site. Include copies of all relevant licences/registration documentations for each animal.

|  |  |  |
| --- | --- | --- |
| Animal type | Licence number and Issuing Authority | Location on site |
|  |  |  |
|  |  |  |

COMMUNICATIONS

The importance of communications when planning and delivering an event is paramount. You need to consider three main areas of communication when developing your event.

1. Communicating with your event management team pre-event to ensure all people are aware of all what is being proposed. It is also essential that you communicate your event plans to the residents and businesses in the surrounding area, the earlier the better.
2. Communications on the day of the event. Ensure that there is a clear communication plan in place and that all stakeholders are familiar with the plan. You also need to make sure that you have the practical tools to make the communication plan work on the day. This could include radios, mobile phones, runners (staff to run errands and messages) and a public address system.
3. Audience communication needs to be considered to make the visitor experience enjoyable and seamless. Elements here could include flyers, site plans, signage, public address system, stage schedules, and MC’s and information points.

EVENT COMMUNICATIONS – SURROUNDING RESIDENTS

Document here how you are going to communicate your event plans to surrounding residents and businesses Click or tap here to enter text.

EVENT COMMUNICATIONS - MEDIA PLAN

Document here how you are going to communicate your event plans via the media, including any social media Click or tap here to enter text.

EVENT COMMUNICATIONS – AUDIENCE

Document here what plans you have in place for communication with your audience on the day, take note of point 3 above Click or tap here to enter text.

EVENT COMMUNICATIONS – EVENT MANAGEMENT

Document here what plans you have in place for your event day communication for event staff and emergency services, both on site and off site Click or tap here to enter text.

WELFARE

SAFEGUARDING CHILDREN

If your event is family friendly and involves activities specifically for children/vulnerable persons you will need to consider if your staff/volunteers are qualified to work with children.

They may be required to be DBS ([disclosure and barring service](https://www.gov.uk/government/organisations/disclosure-and-barring-service/about)) checked in this instance. The DBS helps employers make safer recruitment decisions and helps ensure that they prevent unsuitable individuals from working with children/vulnerable persons. Employees working with ‘unsupervised’ children are legally required to be DBS checked.

Detail your safe-guarding procedure below.

LOST/FOUND CHILDREN AND VULNERABLE PERSONS

Please give details of your lost/found children & vulnerable persons policy. Take into account the following

* Threat
* Harm
* Risk

Safeguarding of children and vulnerable person at events is a key responsibility of organisers, whether the event be in a closed location or in an open public place. Events specifically aimed at young people, families or where young persons or vulnerable persons may be in attendance for other reasons (as spectators for example), should have a Lost/Found Child and Vulnerable Persons Policy in place. Please ensue that this policy outlines a process to record the details of any missing child or vulnerable person and undertake immediate action to locate that individual.

A full description should be taken of that individual along with information to support a search such as where they were last seen, their demeanour and any points of interest that the individual may head for. An immediate appropriately co-ordinated search should be undertaken and if it fails to locate the individual within a reasonable timescale the individual should be reported to the police as a missing person. If any immediate significant risks are identified, police should be informed straight away.

The policy should again consider any risks to the individual when found and consider why they have left their carer, or any other identified ongoing risk, with the police being notified should there be any raised concerns. It is important when a child or vulnerable person is reported lost or found that no personal or identifying details are circulated by the event over any Public Address (PA) system or in a way which could be intercepted or overheard by the public or other persons at the event. Please ensure due diligence checks are conducted when reuniting lost persons with carers, i.e. check ID to see if names match, is the lost/found person happy to go with that person etc. If any concerns are identified, please report to police.

The policies should also contain robust recording processes for such incidents, for example consider having an incident reporting form or separate lost/found child reporting form to document details of the persons involved and space to document actions taken.

Please be mindful of safeguarding issues around found children or vulnerable people and ensure that individuals are kept safe with appropriately trained and accredited staff, ideally Disclosure and Barring Service (DBS) checked. A child should not be left alone with a single adult member of staff. Please ensure that all staff at events (including volunteers, marshals, stewards, and security) are briefed on the policy and are aware of what to do if a lost or found child or vulnerable person is reported to them. Consider a separate briefing sheet and record details of staff briefings. Consider having an identifiable Lost/Found Persons location at the event with clear signage identifying it as such, ideally this point should be its own entity and not combined with other event locations, especially first aid points to reduce the risk of children or young persons being exposed to secondary trauma or responsible persons being distracted.

Chapter 22 of the Purple Guide titled ‘Safeguarding Children and Young Persons’ contains further reading for consideration when forming event Safeguarding policies. The [NSPCC](https://learning.nspcc.org.uk/safeguarding-child-protection/safer-activities-events#article-top) also have a useful section on their website.

Note: **It is important to act swiftly in this kind of situation. If in any doubt at all please contact the police immediately.**

Click or tap here to enter text.

ACCESSIBILITY

Arrangements for access across the event for persons with disabilities. For example, access/egress to event, access to toilet facilities, access to viewing areas, general movement across site Click or tap here to enter text.

PROHIBITED ITEMS – DRUGS/WEAPONS/ALCOHOL

Arrangements for minimising the risk of contraband entering your site. This can include the following:

* Search procedures, if any required
* Entrance refusal system for possession
* Ejection system for possession

Click or tap here to enter text.

LICENSING

PREMISES LICENSING AND TEMPORARY EVENTS NOTICE

If your event includes [licensable activity](https://www.gov.uk/guidance/entertainment-licensing-changes-under-the-live-music-act) please provide details here, to include type (live music, alcohol, plays, etc), timings, locationClick or tap here to enter text.

Will you be operating under a premises licence or Temporary Event Notice, if so please provide the relevant licence number Click or tap here to enter text.

It is your responsibility to ensure that the event can comply with any conditions provided on the premises licence or temporary event notice.

BAR MANAGEMENT

If you event will have either a [Temporary Event Notice](https://www.southnorfolkandbroadland.gov.uk/apply-alcohol-entertainment-licence-1/temporary-event-notice) (TEN) or [Premises Licence](https://www.southnorfolkandbroadland.gov.uk/premises-licence/new-premises-licence) for the supply of alcohol you will need to consider how you will manage the bar.

* Control of the sale of alcohol
* Proof of age policy (challenge 25)
* Promotion of responsible drinking
* Appropriate signage
* SIA security on each bar
* Refusals and incident logbook on each bar
* Provision of free drinking water
* No glass policy
* Bar staff training

Procedure for dealing with intoxicated persons including those that may have been the victim of spiking. For example, an area to care for vulnerable persons, how to contact responsible persons on their behalf, notification procedure for an alleged offence. Click or tap here to enter text.

INSURANCE

Event organisers must hold public liability insurance. You must also ensure that any contractors that you are engaging also hold public liability insurance and any other appropriate insurance, i.e. product liability, employee insurance.

You will also need to ensure that you hold copies of all contractors relevant insurance and that copies of such can be provided upon request.

SITE CONSIDERATIONS

SITE PLAN

**Please include a copy of your site plan as a separate attachment.**

ACCESS AND EGRESS

Details of method of entry to event Click or tap here to enter text.

This could include;

* Ticketing- prior booking required and/or buy on entry
* Unticketed – free entry
* Detail the exit plan for your event
* Ensure the public leave safely, quickly and quietly
* Consider redeployment of SIA security and stewards to direct people leaving appropriately and give information on transport away from event site
* Detail the local taxi and vehicle pick up points

MANAGING WEATHER

Inclement weather, particularly high winds, flooding and electrical storms can cause the cancellation of events at any time of year in the UK. You will need to ensure that you consider the potential effects of weather on your specific event site. This will include the following:

* Monitoring wind speeds throughout (use of anemometer)
* Monitoring weather forecasts continually from installation to end of derig
* Appropriate ballasting of gazebos, marquees and other temporary structures
* Installation and sign off for staging and other temporary structures by a competent person.
* Contingency plan for evacuating structures and/or event site

Please detail the weather management plan for your event Click or tap here to enter text.

TOILETS

You are required to provide adequate toilet facilities for your event attendees, staff and contractors.

Please outline here your planned toilet provisions for your event based on your expected numbers and gender split. Be conscious that you will need to provide disabled facilities and separate sanitary facilities for caterers.

|  |  |
| --- | --- |
| For events with a gate opening time of 6 hours or more | Location on site for events with a gate opening time of less than 6 hours duration |
| Female | Male | Female | MaleMale |
| 1 toilet per 75 females | 1 toilet per 400 males + 1 urinalper 100 males | 1 toilet per 100 females | 1 toilet per 500 males + 1 urinal per 150 males |

WASTE MANAGEMENT

Detail here your arrangements for the management and disposal of the waste (including litter) arising from the event Click or tap here to enter text.

NOISE MANAGEMENT

Details of the arrangements made for minimising noise disruption to residents throughout the build, event and derig Click or tap here to enter text.

Outline your noise management plan for minimising the noise disruption to residents from event including resident communication, complaint handing arrangements, sound checks prior to event commencement, monitoring during event, and equipment used Click or tap here to enter text.

Details of the person(s) responsible for noise monitoring and the overall management of the impact of the event on residents can be included under Key Contacts Click or tap here to enter text.

VEHICLES ON SITE

Please outline here what your vehicle policy is for your event site Click or tap here to enter text.

TRAFFIC MANAGEMENT

Is the event taking place on or off the highway? Click or tap here to enter text.

Route for traffic to take in order to get to the event Click or tap here to enter text.

Can people enter your event without causing an obstruction on the road? Click or tap here to enter text.

Impact of the event on public transport Click or tap here to enter text.

General

Need for parking suspensions as part of the event Click or tap here to enter text.

Specific Spaces

Please state if any specific spaces would have to be included in this and what their specific restrictions are (i.e. taxi/disabled/loading/etc) Click or tap here to enter text.

If you feel the event has the potential to draw a high attendance and is close to and/or could impact the strategic road network, you may apply to have pre-signing before an event. In this circumstance, please contact National Highways.

ROAD CLOSURES

Is the event on a public highway? Click or tap here to enter text.

Is there a need for a road closure? Please visit [Norfolk County Council](https://www.norfolk.gov.uk/business/licences-and-permits/highways-licences-and-permits) Click or tap here to enter text.

List ALL roads that need to close for the event (please list all roads and what sections of them you are planning to close i.e. from the junction of ?? to 500m passed the junction of ??) Click or tap here to enter text.

Duration of the closure in 24hr clock Click or tap here to enter text.

Are you employing a Traffic Management Company if so please provide the company name and contact details Click or tap here to enter text.

Will you be using any [CSAS accredited marshals](https://www.policecsas.com/apply-for-approval) on the highway Click or tap here to enter text.

TRAFFIC MANAGEMENT PLAN (TMP)

Details of the traffic management plan Click or tap here to enter text.

It is appreciated that this document will evolve prior and during the event. I confirm I will share any amendments to this document with the Safety Advisory Group (SAG) that I consider a substantial change.

HOW WE USE YOUR DATA

Broadland District Council or South Norfolk Council takes your privacy seriously and will only use your personal data to verify the identity of individuals connected to your event, offer advice and support to ensure an event is safe, identify any actions for SAG core members, keep a record of events within the districts, facilitate an audit trail in the event of an accident or unsafe practice and/or support investigations.

Each Council is what is known as the ‘Data Controller’ for your data, and act as independent, sole data controllers. The Council where the event is located is the ‘Data Controller’ for your personal data for the duration of your licence.

We will share the data collected on this form with other relevant members of the SAG so they may review your documentation and where appropriate other invited guests to the SAG i.e. experts in a particular area relating to the event. We may also use or pass information to certain third parties to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

Who we may and will share your personal data with will be contained within the privacy notice.

Full details of the privacy notice can be found by visiting our [website](https://www.southnorfolkandbroadland.gov.uk/council/data-protection/south-norfolk-council-data-protection).

I confirm that the individuals for whom I am providing contact details have all consented for their personal information to be included in this plan and that they understand that it will be shared within South Norfolk and Broadland District Councils and also with members of the Safety Advisory Group as detailed in the [Terms of Reference](https://www.southnorfolkandbroadland.gov.uk/business/licensing/safety-advisory-group/safety-advisory-group-terms-of-reference) and [privacy statements](https://www.southnorfolkandbroadland.gov.uk/council/data-protection/south-norfolk-council-data-protection).

Name:

Date:

Once complete please email to the Safety Advisory Group (SAG)