**Event Management Plan**

**Event Name**

**Event Date and Times**

Owned by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Version: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**EVENT DESCRIPTION**

**1. EVENT OVERVIEW**

**LOCATION**

**DESCRIBE THE SITE AND SOME OF THE SURROUNDING AREA**

**DATES AND DURATION**

**ENTRANCE/EXIT POINTS**

**ATTENDANCE**

**AUDIENCE PROFILE**

**THE EVENT ORGANISERS**

**ROLES AND RESPONSIBILITIES**

|  |  |
| --- | --- |
|  |  |
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**CONTACTS**

**CATERING AND HOSPITALITY**

**LIQUID PETROLEUM GAS**

**LITTER**

**ENTERTAINMENT**

**BARRIERS**

**SECURITY/STEWARDING COMPANIES**

**CCTV**

**PA SYSTEM**

**2. COMMUNICATIONS**

**RADIO**

**LOUD HAILERS**

**TELEPHONE**

**SIGNAGE AND PUBLIC INFORMATION**

**MEDIA HANDLING**

**3. TRAFFIC MANAGEMENT**

Name of Medical / First Aid Provider =

Medical Risk Assessment Score =

Level of agreed cover =

Contact number for use during the event =

**4. MEDICAL AND FIRST AID COVER**

**5. FIRE RISK ASSESSMENT**

Useful guidance.

<http://www.norfolkfireservice.gov.uk/nfrs/business-fire-safety>

HM Government publication. Fire safety risk assessment: open-air events and venues

HM Government publication. Fire safety risk assessment: small and medium places of assembly.

HM Government publication. Fire safety risk assessment: Large places of assembly.

**FIRE EXTINGUISHERS**

**6. SECURITY**

**7. RISK MANAGEMENT**

**RISK ASSESSMENTS**

**INCIDENT RECORDING**

**RIDDOR**

The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) 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**

**INSURANCE**

**WEATHER**

**8. INCIDENT MANAGEMENT**

**EXTREME WEATHER**

**EMERGENCY VEHICLE ACCESS**

**EVENT EVACUATION PLAN**