

# Event Management Plan

Approved YES/NO \_\_\_\_\_ Date \_\_\_\_\_

## Event Organiser Details

Event Organiser Name	
Organisation	
Contact Telephone Number	
Email Address	
Name of Event	
Location of Event	
Date of Event	

It is your responsibility under Health and Safety and the practice of a Risk Assessment, to consider contingency plans for situations, such as:  
Fire, collapse of temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, need for evacuation

## 1. Event Overview

### 1.1 Event Overview

Please provide a description of your event

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Event start time	
Event end time	

### 1.2 Event Itinerary

Please provide timings of your event including set up and break down timings	
Date / Time	Action

### 1.3 Programme of Events

Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)	
Time	Activity

### 1.4 Event Management

#### Roles and Responsibilities on Event Day (s)

Please provide a brief description of the roles of event staff and their main responsibilities. There may be other roles that are not listed here that are applicable to your event.	
Role	Responsibilities
Event Organiser	
Event Manager	
Health & Safety Officer	
Arena/stage Manager	
Steward Coordinator	
Press and PR coordinator	
Other	

### 1.5 Crowd Management

Please provide details on how you will manage the crowd at your event. Please note: the role of stewards is covered in section 2.12

<b>Is your event ticketed? If yes, what arrangements are in place for this?</b>
<b>How will you manage capacity at your event?</b>
<b>How will you manage the access and egress of the crowd?</b>

### 1.6 Advertising

<b>How and where do you plan to advertise your event?</b>

## 2. Site Management

### 2.1 Contractor Management

Please provide details of any contractors that will be involved with your event Please ensure that you check any safety documentation of contractors that you hire	
Company	What are they providing/doing?

### 2.2 Traders

Please provide details of any traders/commercial traders and charity stalls that will be at your event  
 Please ensure that you check any safety documentation of traders

Name of Organisation	Concession Type

**Sale of Alcohol**  
 If you are selling alcohol at your event please contact the licensing department at Norfolk District Council as you will require a temporary events notice (TENs) see 2.7.  
 Please explain below how you will manage the sale of alcohol.

**Catering Requirements (Food, drink, water)**  
 For each catering supplier/food stall attending your event, please provide the following information:

- Name of Business
- Name of local authority that they are registered with

### 2.3 Fencing and/or barriers

Please tell us if you plan to use any fencing and or barriers at your event, including the type and their location  
Please ensure that you check any safety documentation of contractors that you hire.

### 2.4 Electricity, Water, Gas Supply and Generators

Please tell us if you plan to use any electricity, water, gas supply, flammable liquids or generators at your event.  
If so, please tell us the processes in place to manage these, including the storage and management.  
Please ensure that you check any safety documentation of contractors that you hire.

### 2.5 Temporary Structures

Please list any temporary structures that you will have at your event and where they will be located  
e.g. gazebos, marquees, staging  
Please ensure that you check any safety documentation of contractors that you hire.

### 2.6 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here. Please ensure that you check any safety documentation of contractors that you hire.

## 2.7 Temporary Events Notice

### IMPORTANT NOTE:

Licensable activities at your event such as the sale and supply of alcohol and regulated entertainment may require a temporary event notice (TEN). This is a notification to licensing at NNDC that you intend to carry out licensable activities for a period not exceeding 168 hours.

A temporary event notice (TEN) application form can be downloaded from (<https://www.gov.uk/apply-for-a-licence/temporary-event-notice/north-norfolk/apply-1>)

This must be sent at least 10 working days in advance of the planned event ONLINE or to:-

Environmental Health [licensing@north-norfolk.gov.uk](mailto:licensing@north-norfolk.gov.uk)  
North Norfolk District Council  
Holt Road  
Cromer NR27 9EN

and the police at:-

Norfolk Constabulary Licensing Team [licensingteam@norfolk.pnn.police.uk](mailto:licensingteam@norfolk.pnn.police.uk)  
Bethel Street Police Station  
3<sup>rd</sup> Floor, Bethel Street  
Norwich NR2 1NN

## 2.8 Musical Entertainment

If you have live music:-

- You may require a Temporary Events Notice. (see above)
- It is your responsibility to inform the Performing Rights Society ([www.prsformusic.com](http://www.prsformusic.com)).

Please tell us what entertainment you have arranged for your event.

## 2.9 Attractions

Please provide details of any attractions that will be at your event e.g. inflatable's, funfair/children's rides, fireworks. Please ensure that you check any safety documentation of attractions you hire. For these attractions make sure that you see a copy of the provider's public liability insurance, risk assessment and method statement. For rides we will also need the name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme)

Name and telephone number of organisation	Attraction and ADIPS number if applicable

## 2.10 Medical and First Aid Cover

Please provide details of the medical provider and resources that you have arranged to be at your event including their location (i.e. number of first aiders, doctors, ambulances etc.)

### 2.11 Public Health and Welfare

Please provide details of the arrangements you have made for the following:

<b>Toilet Facilities</b> Please provide details of sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance. Please bear in mind the opening times of public facilities.
<b>Waste Disposal</b> Please provide details of the arrangements made for waste disposal. As the event organiser you are responsible for arranging the disposal of waste. <b>NWTC is NOT responsible for arranging waste disposal at your event.</b>
<b>Noise Management</b> Please provide details of the arrangements made for minimising noise disruption at your event, particularly if you are having live, amplified music. A noise checklist for event organisers and information on noise consultants is available from the North Walsham Town Council Website.

### 2.12 Steward and Marshal Management

Please provide details of the arrangements you have made for stewards at your event)

What are the roles and responsibilities of your stewards?
Will you be using Security Industry Authority (SIA) qualified security staff? If so, what is their role?
How will the event team and the stewards communicate with each other on the day of the event?

### 3. Incident Management

#### 3.1 Welfare of Children

Please provide details of how you would deal with a lost or found child or vulnerable person at your event. Please include the following: What is your procedure?      Who is the designated person in charge of this?      Where is the rendezvous point?      How will announcements be made?

#### 3.2 Incident Reporting and Investigation

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event

#### 3.3 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency.

#### 3.4 Emergency Plans

<b>At your event, who will be responsible for determining that an incident is now a major incident/emergency and will take responsibility for reporting to emergency services and make decisions until the emergency services arrive and take control?</b>
<b>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?</b>
<b>Who will be responsible for crowd control during an incident?</b>
<b>If required, how would you evacuate your event? What steps would you take?</b>



## 4. Traffic Management

Please answer the following questions in detail regarding traffic management at your event

### 4.1 Traffic Management

<b>Is your event taking place on or off the Highway?</b>
<input type="checkbox"/> On the Highway <input type="checkbox"/> Off the Highway
<b>What is the best and safest route for traffic to exit your event? How will this be communicated?</b>
<b>In the interest of pedestrian safety, how will pedestrians interact with vehicle movement?</b>
<b>What have you done to liaise with and inform local residents and businesses about the impact to local roads?</b>
<b>Can people enter your event without causing an obstruction on the road?</b>
<b>How have you considered the impact that your event will have on public transport? Have you informed your local bus/rail/taxi company?</b>

### 4.2 Road Closures

If a Road Closure is necessary an application will need to be made to NCC Highways under the provisions of the Road Traffic Regulation Act 1984. This will involve a charge.

#### **IMPORTANT NOTE:**

**Before a road closure can be considered the following documents MUST be submitted to:-**

**The Project Engineer (Network Management)  
Environment, Transport and Development  
Norfolk County council  
County Hall  
Martineau Lane  
Norwich NR1 1SG:**

- **Application for Event Closure Order (<https://www.norfolk.gov.uk/business/licences-and-permits/highways-licences-and-permits>)**
- **A copy of valid Public Liability Insurance (£5 million minimum)**
- **Health and Safety Risk Assessments**
- **Signage Schedule (Map and indication of where signs will go)**
- **Plan of diversion route (if applicable)**

**Please note NCC Highways require 12 weeks' notice of any road closures.**

<b>Are you applying for a road closure as part of your event?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please list ALL roads that you wish to close for your event below:</b>
<b>What is the duration of the closure? Please be realistic with timings.</b>
<b>Is it necessary to have a diversion route? If yes, please provide details of the route here.</b> A diversion plan will need to be submitted to North Walsham Town Council.
<b>Who is providing your signage for the road closure?</b>

North Walsham Town Council will not share any Personnel Data supplied on this form with any third party.

The data will be kept for as long as the Event Management Plan is active, unless it is requested to be withdrawn before the event. All information will then be destroyed securely.

I confirm that I have read and accept North Walsham Town Council's General Privacy Policy (available on our website or hardcopy on request)	
<b>Signed</b>	
<b>Date</b>	

## Appendices

- i. **Site Map** - Please provide a site map of your event site
- ii. **Risk Assessment** - Please complete an event specific risk assessment including a fire risk assessment
- iii. **Public Liability Insurance** -Please provide a copy of your public liability insurance certificate (for a minimum of £5 million)