

Event Management Plan Template and Guidance Notes

INSERT EVENT NAME ABOVE



**Causeway
Coast & Glens
Borough Council**

| | |
|-------------------------------|---------------------------------|
| Event Name: | Name |
| Event Location: | Location |
| Event Date(s): | -- / -- / -- - -- / -- / -- |
| Owned by: | Name of Organiser |
| Organisation: | Name of Organisation |
| Telephone: | Main Contact Number |
| Email: | Organisers email address |
| Document last updated: | -- / -- / -- |

If you have any questions about this template, please contact Causeway Coast and Glens Borough Council's Tourism Events Team, events@causewaycoastandglens.gov.uk

Please submit your event management plan with your event application form.

****Please note that this document is a guide only****

GUIDANCE NOTES ON COMPLETING THIS EVENT MANAGEMENT PLAN

Some sections may not be applicable to your event. Where this is the case please indicate 'not applicable' in the section rather than leaving it blank or omitting it.

The text in italics is for guidance only and should be deleted once the plan is ready for circulation.

The text boxes are for illustrative purposes, they are not guidance on how much text to include and they will expand as you type. If you prefer delete the boxes and put your text under the heading.

COVID-19: Some sections of this template include Covid-19 prompts, however these are not exhaustive, therefore event organiser's should consider Covid-19 (if applicable) throughout each section of their Event Management Plan.

Disclaimer:

Council Officials cannot advise on any issues pertaining to Covid-19 planning or mitigation. The onus is on the event organiser to continually review the Coronavirus legislation and to make an event specific assessment on whether the event should proceed or not.

Council Officials cannot influence the event organiser's decision to proceed or not proceed with the event at the point of application.



Introduction

See Council's Event Management Guide for Planning Events and Festivals, Pages 5 & 6

Event management

PURPOSE OF THIS EVENT MANAGEMENT PLAN

Strategically, the purpose of this Event Management Plan is as follows:

- To provide strategic direction
- To specify a specific 'Vision' and 'Mission'.
- To create an Action Plan to ensure the delivery of the event aims and objectives.
- To provide one central location for the storage of all Event Management documents.
- To ensure the effective planning and use of resources.

Operationally, the purpose of this Event Management Plan is as follows:

- A means to record the planning of an event and its build up and breakdown
- To inform contractors about the event and the build-up and breakdown
- To inform contractors and staff how an event is being managed, from build-up, through the live phase and into the breakdown
- To demonstrate to a Safety Advisory Group (SAG) the safety considerations of all aspects
- To allow arrangements to be made for the management of emergencies / major incidents alongside the emergency services
- To provide an audit trail in case of an inquiry or investigation

Event overview

Provide a brief summary (one or two paragraphs) of what your event will involve.



Management Structure outlining event management experience with Roles and Responsibilities

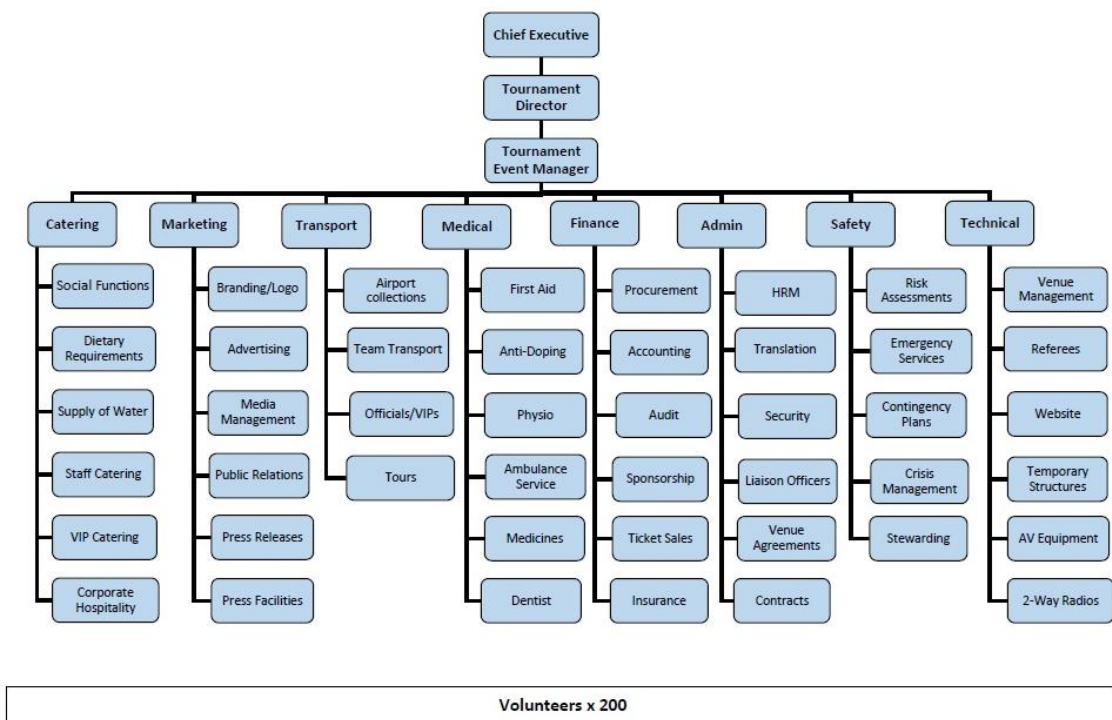
See Council's Event Management Guide for Planning Events and Festivals, Page 8

It is important to implement an event management structure within your organisation using each individual's strengths and qualifications to provide governance and aid decision making with the co-ordination of sub groups to ensure successful event delivery. Depending on the scale of your event you may wish to consider the need for forming a Board of Directors and having constituted documents drawn up by a solicitor, this helps with good governance and working practices.

Please make sure you develop an event management structure. Name persons to specific roles and consider issuing short job descriptions.

Example of an event management structure below:

Management Structure



Since the outbreak of Covid-19, your organisation may require a new role to be added to the management structure such as a Covid Compliance Officer or similar.

Key event management contacts

Complete the following table with the names, roles, responsibilities and contact details of the key people involved in organising your event. Add more lines if necessary.

The event manager has overall responsibility for all aspects of the event. Depending on the nature and scale of the event, other people will have key tasks and responsibilities allocated to them but will report to the event manager.

| Name | Role | Responsibility | Contact Details |
|------|---------------------------|--|-----------------|
| | Event Manager | Overall responsibility | |
| | Production | All event infrastructure, ordering, delivery timings etc | |
| | Volunteer Coordinator | Volunteer recruitment, training and event day management | |
| | Steward Coordinator | Recruitment, training and event day management | |
| | Health and Safety Officer | Risk assessments, legal compliance, fire points, site inspections, first aid provision | |
| | Welfare | Toilets and wash facilities | |
| | Waste Management | Organisation of waste clearance and recycling | |



Key event contacts – other suppliers

Complete the table below with details of any other key contacts for your event such as Suppliers, Authorities and Attraction providers.

Add more lines if necessary.

| Suppliers (marquees, catering etc) | | | | |
|---|---------|---------|------------------|-------|
| Organisation | Contact | Service | Contact details | Notes |
| | | | Email and mobile | |
| Authorities (fire, police, first aid etc) | | | | |
| Organisation | Contact | Service | Contact details | Notes |
| | | On call | Email and mobile | |
| Attractions, artists and entertainment | | | | |
| Organisation | Contact | Service | Contact details | Notes |
| | | | Email and mobile | |



Additional Staffing

Please list the other staff who will be needed to help run your event, in addition to the key event management contacts listed above.

See Council's Event Management Guide for Planning Events and Festivals, Page 19 in relation to working with external staff and volunteers. This also provides guidance on Safeguarding policies when working with children or vulnerable adults.

External Providers Organisational structure

Create a simple organisational structure below for external agencies that are required to help run the event.

| Emergency services – Police, Fire, Ambulance, Coastguard | | | | |
|--|----------------|--------------------|----------------|-------------------|
| | | Event manager | | |
| Security manager | Safety manager | Production manager | Artist manager | Volunteer manager |
| Security staff | | Production staff | Stage manager | Volunteers |
| Stewards | | Crew | Stage crew | |



Set-up and Set-down Timeline

Complete the event set-up and set-down timelines below to reflect what tasks need carried out prior to, on the day and post event.

| Set-up Timeline XXXXXX event – prior to event day | | | | | | | |
|---|--|--------|--------------------------|--|------------------------------|--------------|----------|
| Date | Task | Start | Finish | Resources/ who | Notes | In Hand | Complete |
| | Pick-up event signage from sign writer | 10am | 12 noon | Van + Bill and Ben | Take cheque for payment | X Van booked | |
| Set-up Timeline XXXXXX event – event day | | | | | | | |
| Task | Start | Finish | Resources/ who | Notes | In Hand | Complete | |
| Stall holders arrive on site | 7am | 9am | Stalls coordinator - Sam | All vehicles off site by 9.30 and no further vehicle movements | X stalls coordinator briefed | | |
| Set-down Timeline XXXXXX event – post event | | | | | | | |
| Date | Task | Start | Finish | Resources/ who | Notes | In Hand | Complete |
| | Return generator | 9am | 10am | Van + Tom | Make sure cables go back | X | |

Subject to any Covid-19 outbreaks (if applicable), your organisation may need to review the set-up and set-down timelines for the event as tasks could take longer to complete in a safe manner to ensure compliance with public health advice.

Schedule of Events Programme

Use the table below as a template for your event's schedule & running order.

| Stage and arena programme for XXXXX event | | | | | | | |
|---|-------------------|-----------------|--------------|----------|---------------|---------------------------------|-------|
| Time | Stage programme | Arena programme | Face painter | Dog show | Street parade | Music stage | other |
| 12:00 | Opening | | Face painter | | | | |
| 12:05 | | | | | | | |
| 12:10 | | | | | | | |
| 12:15 | Changeover | Cooking demo | | | Street parade | | |
| 12:20 | | | | Dog show | | | |
| 12:25 | | | | | | | |
| 12:30 | Dance performance | | | | | 1 st band xxxxxxx | |
| 12:35 | | | | | | | |
| 12:40 | | | | | | | |
| 12:45 | | | | | | | |
| 12:50 | | | | | | | |
| 12:55 | | | | | | | |
| 13:00 | | | | | | | |

Considerations may include reduced capacity and attendance and possible Online/Hybrid programming.



Health and safety

The Event Organiser has responsibility for health and safety at your event including Event Safety Plans, Risk assessments and management.

Event Safety Plan

See Council's Event Management Guide for Planning Events and Festivals, Pages 58 & 59 for a detailed listing of items that should be considered when preparing an Event Safety Plan.

For the purposes of health and safety, each time you organise an event there is a requirement to develop an Event Safety Plan which basically is pulling all of your safety related information into an orderly fashion within one file with various sections indicated using an index. The following is a list of the essential headings that should be referred to within an Event Safety Plan:

- **Information** (Notification, History of Event, Sequence of Events, Site Maps)
- **Intention** (Policy, Sequence of Duties)
- **Risk Assessment** (include measures to Counter Risks)
- **Method** (Name the responsible persons supervising the event, List the Phases of the Event)
- **Policing Issues**
- **First Aid / Medical provision**
- **Fire Service**
- **Event Infrastructure and Equipment**
- **Times and Place to Report** (include details of Steward Briefing and issue PPE to comply with Risk Assessment requirements)
- **Street Trading / Concessions / Trade Stands**
- **Miscellaneous** (include here details on site amenities, complaints procedure and lost children policy)
- **Evacuation Procedures** (outline the emergency and evacuation plan)
- **Traffic & Transport Plan** (Road Closures & Traffic Management)
- *Action Plans are required for proposed online / hybrid scenarios*

**Please note this list is not exhaustive.*

This plan should be completed and signed off by the Event Safety Officer. There should also be an Annex to the Safety Plan including the **Risk Assessment** document, **Stewarding Deployment Plan** and a **Contacts list**.

Please provide a copy of your completed risk assessment & stewarding plan.

See the Appendix at the back of this Event Management Plan Template for a Sample Risk Assessment and Stewarding Deployment Template.

Safety Advisory Group

Depending on the size and nature of particular events, Safety Advisory Group meetings may be organised by the Council's Environmental Health Department. The SAG group is mainly made up of specialist officers from the local Council, PSNI, Northern Ireland Fire & Rescue Service, Northern Ireland Ambulance Service, Department for Infrastructure and others that may be deemed necessary to help facilitate your event remit.

Early consultation is advisable, for enquiries please email environmentalhealth@causewaycoastandglens.gov.uk

See Council's Event Management Guide for Planning Events and Festivals, Pages 12 & 13 relating to Safety Advisory Groups

Insurance (event insurance cover and third party insurance checking of suppliers)

See Event Fund Guidance Notes, Section 1.4 relating to Insurance levels

Please outline the Insurance cover which you will put in place to cover the entire event and explain how you check suppliers insurance documents.

Risk assessments and Structural / Test Certificates – contractors and trade stands

See the Appendix at the back of this Event Management Plan Template for a Sample Risk Assessment Form for exhibitors and trade stands.

Please list all contractors associated with your event. You will need copies of their risk assessments and any relevant Structural / Test Certificates.

Clearly outline what Covid-19 mitigation procedures are being considered by the event organisers and reflect this on the Covid-19 Risk Assessment template provided.



Crowd Management

See Council's Event Management Guide for Planning Events and Festivals, Page 50 relating to Crowd Management

Outline clearly defined roles and responsibilities in relation to crowd safety, addressing both normal and emergency situations. Define what is the role of the event organiser and that of external agencies that assist with crowd management such as a private stewarding company.

Stewarding Plan

See the Appendix at the back of this Event Management Plan Template for a Sample Stewarding Deployment Template.

Include your stewarding plan here.

Security

Security at events must be [SIA \(Security Industry Authority\)](#) registered.

Include your security plan here.

Emergency procedures and Evacuation plan

See Council's Event Management Guide for Planning Events and Festivals, Page 61 relating to Emergency planning and procedures

Please document the emergency procedures you will have in place for your event if an emergency or evacuation were to occur.

See Council's Event Management Guide for Planning Events and Festivals, Page 51 relating to First Aid / Medical provision

Please list the first aid and medical cover you will have at your event and state who is responsible for compiling the event medical risk assessment.

Electricity

See Council's Event Management Guide for Planning Events and Festivals, Page 54 relating to electricity

If you are including electrical supply as part of your event, please provide details here.

Fire safety at your event

See Council's Event Management Guide for Planning Events and Festivals, Pages 48 & 49 relating to Fire Risk Assessments

Please document how you have addressed the key areas of the fire risk assessment process.



Inflatable play equipment

See Council's Event Management Guide for Planning Events and Festivals, Page 56 relating to the safe use of inflatable play equipment

Please include here any inflatable play equipment you intend to have at your event.

Fun Fairs

Please include here any rides or fun fairs you intend to have at your event.

For guidance relating to Fun Fairs and Inflatable Play Equipment click on the link: <http://www.hse.gov.uk/pubns/books/hsg175.htm>

Temporary structures

See Council's Event Management Guide for Planning Events and Festivals, Page 53 relating to Temporary Structures including Staging, Marquees and Tents

Please provide a detailed list of all temporary structures you plan to bring onto your event site. Include the procedures you will follow to ensure all structures are supplied by a competent contractor.

Animals at events

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

For guidance relating to Animals at events click on the link below: <http://www.hse.gov.uk/agriculture/topics/visitor-attractions.htm>



Communications

See Council's Event Management Guide for Planning Events and Festivals, Page 52 – Incident Reporting and Lost Children

Event communications – surrounding residents and business engagement

Please document how you will let surrounding residents and businesses know about your event plans here.

Event day communications – internal

Please document your plans for your event day communication for event staff and emergency services, both on site and off site, here.

Please document your plans for communication with your audience on the day here.

Lost children

Please document your lost children policy and procedures here.

Accident and Incident Reporting

Please state here your method of recording accidents and incidents.



Licensing

See Council's Event Management Guide for Planning Events and Festivals, commencing from Page 20 – Licencing and obtaining event permits and Page 41 - Food Safety at Events

Licence and application checklist

Use the checklist below to record the licences and permissions you have applied for.

| Checklist | Yes | No | N/A |
|--|-----|----|-----|
| | | | |
| | | | |
| | | | |
| Any other licensing requirements (provide details) consents and licences | | | |
| Have you checked if your event requires planning permission? (provide details) | | | |

Temporary Events Notice

If your event will include any licensable activity, please provide details here.

Provision of food

Document details of any catering and or food you plan to provide at your event here. You should also list details of any catering concessions in the Key event contacts – other suppliers section.



Permissions for use of lands

See Council's Event Management Guide for Planning Events and Festivals, Page 11 relating to Requests for use of Council Land to Hold an Event

How to apply to use Council land to stage an event:

To request permission to use council property or land for an event click on the link below:

www.causewaycoastandglens.gov.uk/council/land-and-property

or contact the Council's Land and Property Section,

Telephone: 028 7034 7174/7075 or email:

landand.property@causewaycoastandglens.gov.uk



Site considerations

Site plan

Please include a copy of your site plan within this document.

| Placement of all temporary structures | All other site infrastructure |
|---------------------------------------|---|
| Position of attractions | Car parks and position of site in context to the road |
| Any fencing or barriers | Generator or power sources |
| Power supply runs (cables) | Entry and exit points |
| Emergency exits and assembly points | First aid points |
| Information point | Lost children point |
| Vehicle entry points | Any event décor, i.e. flags, banners etc |

*Insert a Site Map outlining the main attractions and the relevant points as listed above.

Spectators and viewing areas

Please include information about capacities of your site, if known, and the types of areas the public will have access to.

Media

See Council's Event Management Guide for Planning Events and Festivals, Page 43 – Dealing with the Media

Provide contact details for your media spokespeople and for those who will decide whether to grant permission to take pictures etc at the event. Also state who will be the spokesperson for both positive news items and in the case of an emergency situation.

Toilets

See Council's Event Management Guide for Planning Events and Festivals, Page 54 relating to Toilets

Please outline your planned toilet provisions for your event based on your expected numbers and gender split here.

| For events with a gate opening time of 6 hours or more | | For events with a gate opening time of less than 6 hours duration | |
|--|---|---|---|
| Female | Male | Female | Male |
| 1 toilet per 100 females | 1 toilet per 500 males and 1 urinal per 150 males | 1 toilet per 120 females | 1 toilet per 600 males and 1 urinal per 175 males |

Carnivals and Parades

See Council's Event Management Guide for Planning Events and Festivals, Page 37 relating to Public Processions

Please specify if your event intends to stage any carnival or festival parades.

Road Closures to facilitate Events

See Council's Event Management Guide for Planning Events and Festivals, starting at Page 36 relating to Special Events on Public Roads. Road Closures should be consulted through Safety Advisory Groups, you can seek assistance with these applications by contacting your Council's Environmental Health Department. Email: environmentalhealth@causewaycoastandglens.gov.uk

Detail any road closure permits which you may be applying for, include your traffic management plan to facilitate the necessary closures.



Traffic, transport and parking

See Council's Event Management Guide for Planning Events and Festivals, Pages 39 & 40 relating to Transport Management

Outline any traffic, transport or parking plans for your event here (this should include visitor and staff parking as well as public and private transport arrangements).

Vehicles on site

Please outline your vehicle policy for your event site here.



Environmental considerations

See Council's Event Management Guide for Planning Events and Festivals, Page 63 relating to Sustainable Events

Environmental issues are becoming more important for individuals and groups across our Borough. Your group can be part of a growing number reducing waste during events. Please tell us below about any actions you already take or could take to reduce your environmental impacts, for example:

1. Reducing single use plastics like disposable cutlery
2. Encouraging people to take left over food home
3. Separating waste so it can be recycled

Waste management

Document your waste management plans for your event here

Recycling

Document your recycling plans for your event here.

Noise

Please list the elements of your event that could cause noise nuisance and document the plans you have in place to minimise it.

Weather

Please document your severe weather and event cancellation policy and procedures here.



APPENDIX:

Causeway Coast and Glens Borough Council – Early Event Planning Template

| Requirement | Outline of Activities | Special Requirements and Additional Information | Dated Deadlines for agreement | Cost/Resource implication |
|--------------------|-----------------------|---|-------------------------------|---------------------------|
| Stages | | | | |
| Marquees and Tents | | | | |
| Infrastructure | | | | |
| Toilet Facilities | | | | |
| Barriers | | | | |
| Generators | | | | |
| Sound Systems | | | | |
| Lights | | | | |
| Stalls /Stands | | | | |



Event Management Plan Template and Guidance Notes

| | | | | |
|--------------------------------|--|--|--|--|
| Fire Equipment | | | | |
| Children | | | | |
| Access/Facilities for Disabled | | | | |
| Health and Safety | | | | |
| Crowd Safety | | | | |
| Electricity | | | | |
| Local Residents | | | | |
| First Aid | | | | |
| Water | | | | |
| Signs and Barriers | | | | |
| Other | | | | |
| Other | | | | |
| Other | | | | |



Causeway Coast and Glens Borough Council – Sample Risk Assessment Template

Event:

Date:

Assessed by:

Location:

Review Date:

Approved by:

| Activity | Hazard | Persons in Danger | Existing Controls | L (1-3) | S (1-3) | Risk Level | Control Measures/ Further Action Required |
|----------|---|-------------------|---|------------|------------|------------|---|
| | Slip, trip & fall. Injuries may include fractures, bruising, cuts | | 1. Ensure site is free of obstructions 2. Implement a rolling risk assessment 3. Maintain good housekeeping. 4. Ensure no trailing cables etc. | 2 | 2 | 4 | All staff to monitor & review good housekeeping & cables are safe. Implement a safe site approach |
| | Manual Handling Injuries may include: back pain, sprain / strains, pulled muscles | | 1. Induction training covers MH technique & good posture 2. Staff to lift ONLY within their limits 3. Light objects on high shelves with heavier on lower shelves | 2 | 2 | 4 | All staff to monitor & review manual handling technique & good posture |
| | | | | | | | |
| | | | | | | | |

Likelihood (L) =
 3 = Certainty
 2 = Possible
 1 = Unlikely

Likelihood

- judgement on the harm occurring

Severity (S) =
 3 = Severe Injury or Illness
 2 = Moderate Injury or Illness (> 3 days)
 1 = Slight/Minor

Severity

- judgement on the realistic outcome of a hazard

Risk Rating = Likelihood multiplied by Severity

Causeway Coast and Glens Borough Council – Sample Stewarding Deployment Plan Template

| INSERT EVENT NAME HERE – Stewarding Deployment Plan | | | |
|--|-------------|------------------|---------------|
| INSERT EVENT DATE | | | |
| Position | Name | Call Sign | Duties |
| Main Arena | Joe Bloggs | Black 1 | |
| Front Gate | | Black 2 | |
| Car Park | | Black 3 | |
| Site Office | | Blue 1 | |
| Stage | | Blue 2 | |
| Food Marquee | | Purple 1 | |



SAMPLE RISK ASSESSMENT FORM

Activity/Task: Exhibitors / Trade Stands

Trader's name/Company name _____

| HAZARDS (to both you and the public) | RISK RATING High = Certainty Medium = Possible Low = Unlikely | CONTROLS (what you will do to prevent the hazard occurring) |
|--|---|--|
| Structure collapse (including wind) Electrocutation Generators (should be segregated from the public) Fire Slips and trips Food Hygiene leading to poisoning (if applicable) Burns from cooking equipment (if applicable) Falling objects hanging within the stalls | | |

The above hazards are only suggestions – please detail below any further hazards your activity is subject to:

| | | |
|--|--|------------------------------|
| | | Continue over if required... |
|--|--|------------------------------|

Signed _____ Print name _____

Date _____

