

Event Management Plan

Guidance document



Please read this document carefully.

As part of the planning process, we kindly ask you to provide detailed information about your event. This will enable us to support you in delivering a safe and successful final project. If certain details are not yet confirmed or are pending from other sources, please indicate this clearly in your responses. You will have the opportunity to update the document at a later stage as more information becomes available.

Guidance notes are highlighted in red throughout the document to assist you in completing each section accurately.

We strongly recommend referring to the Purple Guide to Health, Safety and Welfare at Music and Other Events as a valuable resource throughout your planning process.

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DOCUMENT CONTROL

Revision		
<i>Which version is this</i>	<i>What date was it produced</i>	<i>Include any key changes here or just state "general update" or similar</i>

It is important when reviewing this document that it is the most up to date version available. If in any doubt, please contact:

Tell us the name and contact details of the person who has completed this document. That helps us to ensure we can talk to the right person with any follow up queries.

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1. EVENT OVERVIEW

1.1. Introduction

We would like to know little more about your event such as:

- *Where does the event take place?*
- *When does the event take place?*
- *When does it start and finish?*
- *Is there anything else that may be useful for us to know about your event that is not covered elsewhere in this document?*

1.2. Event information

This section allows us to understand a little more about the background to the event and how it fits in with the local area and what the positive impact might be.

- *Does your event have a long history or is it a new event in the calendar?*
- *It would be great to know who the team behind the event is and the background and history of the event.*
- *Does the team behind the event have many years of experience on the event or is it a new project for everyone involved?*
- *Does it form part of a larger event in the community or is it a standalone event?*
- *Does it form part of the cultural landscape in your area or is it to engage with the local community?*

1.3. Participant and/or audience profile

- *Who is the event aimed at?*
- *Does it attract a young audience or is it more for a family day out?*
- *Are attendees' visitors to the area or the local community?*
- *It is important to know who you are trying to attract so we can better understand your expected audience as this may affect how they behave and support we can offer.*

1.4. Schedule

The schedule doesn't need to be super detailed, but we do need to know the times you plan to open and close and the times that the event may affect the local roads or parking in the area.

- *Is there a daily schedule across a weekend or does your event take place across just a few hours?*
- *Does your event have lots of elements that form the greater project – if so please write down these elements.*
- *Feel free to include when you plan to set the event up and then dismantle it.*

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- Will the build and removal also impact the space you are using – high street or town park etc

1.5. H&S and welfare statement of intent

As you are planning a public event, you do need to ensure that you meet some minimum standards in terms of Health and Safety to ensure that both participants and attendees are within a safe environment.

Read the statements below and complete the document where indicated.

..... are committed to delivering a safely planned and managed event, which complies with all statutory obligations under current and relevant UK legislation. Within both pre-event planning and delivery of the event adopt a multi-agency approach to the management. Engagement with the local authority alongside key event personnel such as Venue, Technical, Security and Medical contractors is vital to ensure that input from all key stakeholders is considered within all aspects of planning.

It is our policy to promote the highest possible standards of Health and Safety, so far as is reasonably practicable, to reduce any risks to the health and safety of all persons who may be affected by our work activities. We will take account of the significant findings of continuous risk management throughout the event planning phase, alongside our previous experience of event production at this venue, and ensure compliance with all current legislation, specifically the 1974 Health and Safety at Work Act (UK).

We take the responsibility for the implementation of all that is noted above, with some responsibilities being contractually delegated to suppliers whose policies and practice will be assessed during the procurement phase to ensure they are adequately resourced in terms of technical and safety capability. We will ensure that sufficient support has been provided to all core service providers to ensure that: suitable and sufficient assessments of all the foreseeable risks presented to and posed by any of the work activities have been made, and that staff, including freelance workers and contractors are competent and fully aware of any potential hazards.

All key staff and volunteers on-site will be informed as to what action to take in the event an emergency and the emergency evacuation routes, and plan brought to their attention. Adequate provisions for first aid are in place and all staff, contractors and volunteers will be made aware of these provisions.

All plant and work equipment are monitored and operated in a safe manner and only to be used in the correct way. A system of good housekeeping is maintained in order to reduce the risk of trip/slip hazards and fire risks.

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2. ORGANISATIONAL INFORMATION

2.1. Introduction

Tell us some more about the organisation putting this event together.

- *Are you a volunteer community organisation, a sports or youth club for example?*
- *How has the event been put together?*
- *Who is leading the project and what support have they got?*

2.2. Roles & responsibilities/contact details

Identify the key people involved and their role(s) in the event. Even if you don't have all their contact details, try to include as much information as possible. Remember that this document can be provided to a wider group who are involved in providing for safe events so if you would prefer not to include all contact details, that is fine. All information is provided in confidence for the purposes of event safety and is not used for marketing purposes or suchlike.

Role		Email	
John Smith	Event Chairperson	John.smith100@gmail.com	01234 567890

2.3. Safety advisory group/meetings

A Safety Advisory Group (SAG) provides a forum for discussing and advising on public safety at events, helping organisers plan and manage them safely by encouraging cooperation and coordination between the relevant agencies. It allows local event organisers to talk direct to the agencies who can assist or advise in making the event safe and successful.

- *Do you have planned meetings for the event already in the diary?*
- *Have you already been asked to present to the Local Authority Safety Advisory Group, and if so when is that due to take place?*
- *Maybe you have already spoken with the local Police or Fire Service to assist you with your event – please detail those meetings wherever possible.*
- *Are you planning to invite the Safety Advisory Group to your event to see what the project looks like on the ground – if so, please indicate when that could be facilitated.*

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2.4. Safe working procedures

Safe Working Procedures are essential for a safe and productive event site, encompassing aspects such as Risk Assessments, the use of Personal Protective Equipment (PPE), emergency procedures and maintaining a clean and organised site or venue.

- *How do you plan to ensure that everyone working on your event knows about Safe Working Procedures?*
- *Will you have written briefings or a group meeting beforehand?*
- *Do you have policies on things like Working at Height or Working with Electricity for example.*
- *Do you have Risk Assessments for the various elements required in your event?*

2.5. Event management processes

Event management processes involve a series of steps to plan, organise, and produce successful events, encompassing everything from setting goals and budgets to marketing and post-event evaluation.

- *Please explain how the event is being planned and how the Event Management process is being undertaken?*
- *Are you running a live event control room for the project (Event Control being a centralised coordination location where key event staff are located and can run the project from), or will the event management team be out and about for the duration?*
- *If you have a fixed location, please indicate where that will be and what times it will open and close.*
- *Do you have a land line or dedicated mobile number for that event office or event control room?*

2.6. Incident reporting

To ensure that the event is run safely it is important to document incidents or accidents that happen both doing the build and break phases and the event period itself. You can use the documents in the Appendices to document any issues so that there is a permanent record of the incident. This is not used for a blame culture or suchlike but to enable learning to take place to minimise the likelihood of a similar incident taking place again.

Report Forms are completed by event staff to keep a record of any incidents that occur on-site that may require either immediate or retrospective remedial action, or simply for purposes of logging. Report Forms are processed, tracked and stored by the Event Manager to ensure a complete overview of any recurring issues that may require attention, and to allow management to refer back to this data both during and post-event.

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Generic Accident/Incident Report Forms are to be completed by the appropriate member of staff and returned to the Event Manager on an as used basis.

Incidents that might be reported via these Accident/Incident Report Forms are thefts, complaints, verbal or physical abuse, injuries, etc.

Near Miss Report Forms are to be completed by the appropriate member of the Event Team during the build period and the Event Manager will take the lead on the reporting and investigation of dangerous occurrences. These forms will also be returned to the Safety Lead. **Forms provided as Appendices.**

2.7. Event radio system

If you are using an event radio system, it is a good idea to ensure that the various channels you are using are all pre-planned and that the team know how to use a radio effectively. See the example below and feel free to add in your own radio system channels and users. It may be useful to create a "User Guide" for radio users – we have attached an example as an Appendix.

A complete channel list can be distributed prior to the event start.

Team	No. of Radios
<i>Event Control</i>	<i>2</i>
TOTAL	
Channels Name	Channel No.
<i>Event Control</i>	<i>CH1</i>

3. GENERAL EVENT PROVISION & INFORMATION

3.1. Event risk assessments

Have you created a Risk Assessment package for your event? If so, ensure this is attached as an appendix. If not, please try to detail how you will manage the risks that your event may present – this might be things like manual handling, fire, working at height, safe working with electricity etc.

A full risk assessment should be conducted by the event organiser in accordance with the Health and Safety Executive's relevant guideline publications and industry best practice. Site rules should be developed and communicated to all volunteers, contractors' suppliers and traders to reduce the risk of fire because of build-up of refuse, unauthorised use of electrical equipment etc. The Event Risk Assessments can be provided as an appendix to this document.

3.2. Site safety rules + participant information

Below are some suggested site rules that you can use to keep your team safe whilst working on site – please feel free to create a new set of site rules that demonstrate how you plan to create a safe site. You can use the list below and edit as needed or create a new one entirely for your event.

- The site shall be always kept clean, and individual waste materials shall be cleared away as soon as possible.
- Robust footwear and high visibility clothing must be always worn during construction & removal operations.
- In addition, hard-hats must be worn at all times should any area be (temporarily) designated a hardhat area. Hard hat areas will be identified by signage and verbal communication.
- Personal protective equipment appropriate to the task being carried out shall be worn at all times including the adoption of a suitable dress code.
- Subcontractor project managers/crew bosses are responsible for ensuring that their personnel take adequate rest breaks, drink water, and have appropriate PPE.
- All personnel are reminded to wash hands before eating and after using sanitary facilities.
- All personnel will be familiar with the method statement and risk assessment that applies to the task being undertaken.
- All operatives and personnel, including visitors, will be aware of the emergency evacuation procedure in case of emergency.
- No drugs or alcohol shall be consumed whilst working. No staff shall be under the influence of drugs or alcohol whilst at work.

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- Any person who is considered to be under the influence of alcohol or drugs will be stopped from working and will face disciplinary measures.
- Lone working on site is not permitted.
- All unsafe conditions and practices to be reported to the Event Manager.
- Any person found damaging or vandalising plant machinery; material, welfare facilities or safety equipment will be removed from site.
- Only competent individuals shall conduct Work at Height. The hierarchy of controls embodied in the Working at Height Regulations must be adhered to.

3.3. Site layout

Have you created a site plan or used Google maps to show the area used. If so, it would be helpful to include it with this document so we can understand the environment that the event will operate in. If you can label the key elements as well that will assist us greatly.

The plan doesn't need to be to scale or of a digital format – it simply needs to show the main elements and space that you plan to use - this will help us understand the size and scale of your event and how it might or might not impact the venue you are using.

3.4. Fire safety

With most events there may be a risk of fire that needs to be managed. We would like to understand what you have considered and actioned regarding both fire prevention and what you would do in case there was a fire in your event.

If you are using caterers, have you considered the separation of hot elements from buildings or adjacent tents. If you have small generators on site are these in secure positions and have firefighting equipment allocated to them.

Maybe you can use our suggested template to indicate where you are placing Fire Fighting equipment. This information will help us, and the Fire Service understand a little more about how you are putting in systems to reduce the risk of fire on your event.

The Fire Fighting Equipment is sourced from a reputable external supplier – **Who is that?** - and will be inspected before commencement of the event, and then regularly checked during the duration of the event. Emergency access to the event site will be maintained throughout the event.

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External caterers and contractors are expected to provide their own Fire Risk Assessment and control measures. The following provisional fire points for the event are listed below:

			FFE Specification				
Fire Point	Area	Location	H2O	CO2	Dry Powder	Fire Blanket	Foam
1	Site	Entry Point	2	1			1
2							
3							

3.5. Emergency exits

For events both inside and outside buildings you need to ensure that the Emergency Exits and Routes are maintained at all times. If your event is in a High Street or a similar location have you thought about how emergency services could maintain their access in case of an emergency to a property inside your area.

Provide information here as to the processes you are putting in place to ensure that the Emergency Exits and routes are maintained.

If you have clearance from Highways or the Police regarding closures or reductions in access and have already discussed the matter and obtained permission, then please include that information here.

3.6. Barriers

Are you planning to use fencing or pedestrian barriers as part of your event? If so, please can you include the types of fencing and barriers you are using and for what purpose.

For example, are you hiring in some Pedestrian barrier to create safe areas or using Heras fencing to secure the site before it opens. Include as much detail as possible. If you want to include pictures of the type of fencing being used and the location that will also help.

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Signage can help people understand the event and also what is on offer to them. Additionally, it can help people know what to do in the case of an emergency such as Fire Exits or First Aid locations.

Please indicate below what signage you are planning to include in your event footprint. Have you thought about how attendees will find the toilets or First Aid or Information Point. Signage might include the following:

- Entrance/Exit
- Emergency Exit/Fire Exits
- Toilets
- Information Point
- First Aid

Mandatory safety signage may also be needed such as - No Smoking signage & Emergency Exit, Hazardous Areas (generators) and Fire Fighting Equipment.

3.8. Electrical

If you plan to use electricity on your event, either mains or generated, it is important that you meet minimum safety standards to ensure that the supply is safe and managed. Please describe the systems, if any, you plan to use and how those systems will be signed off – will you use a local electrician to make sure that the electricity supplies are all safe and have the required safety protection systems in place?

If you don't plan to use any temporary or installed systems, please simply state that.

*Remember that if you have concessions or caterers, they may bring their own generators – how are you managing that and ensuring that whilst on your event they are being managed safely. Example: **TBC** will undertake all temporary electrical installations for this event and will be signed off to BS7909 standards*

If using generated power, it is highly recommended against using petrol generators under any circumstances due to the fuel required. Diesel generators are safer and should be used where no mains supply is available.

All electrical installations and equipment used should comply with the general requirements of the Electricity at Work Regulations 1989, i.e. installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers "Regulation for Electrical Installations" and other relevant guidance. Regard should be paid to HSE Guidance Note GS50 - "Electrical Safety for Place of Entertainment".

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Temporary installations cannot fully comply in all respects with the IEE Regulations and details of variances should be provided.

Elements of the event and derig will be taking place during the hours of darkness. Sufficient ambient installed lighting is available in some locations with additional floodlighting lighting being installed as part of the site installation to remove dark areas.

Handheld tools should, where possible, be 110v or battery operated. Where this is not possible and for other handheld equipment, residual current devices having a 30mA tripping current and a maximum operating time of 30 milliseconds should be used. Test buttons should be incorporated.

3.9. Site lighting

If your event takes place during the hours of darkness or the build or derig takes places in the hours of darkness you will probably need some kind of site lighting.

Can you detail what you are using, if any, to ensure that your attendees can see around the site, or your colleagues can see whilst they install or dismantle the infrastructure. This may be as simple as a single floodlight or maybe even some tower lights placed strategically around the site.

If you have Emergency Exits on your site and it will be dark, how are you making sure those exit routes are clearly lit for people to be able to see?

3.10. Traffic management

Many events need some degree of Traffic Management – that could be as simple as a marshal directing traffic into a car park or similar or as complex as multiple road closures and parking suspensions. Think about how your event may impact on traffic in the area and detail your plans in the space provided. If you are unsure about this aspect, have you spoken with the local highways team who can assist you.

If your event does impact on the local traffic, you have an obligation to mitigate that impact as far as is possible. That might be by including additional signage for road users, implementing parking suspensions or providing additional event visitor parking. This will all need to be documented to ensure that you have considered the impact.

Ensure you do not simply block off parking or roads without prior permission as this might adversely affect your event if attendees are unaware of the restrictions. Marshals who direct traffic in public highways need to be insured and trained to do so properly. Are you using a professional company for this aspect and if so, who are they?

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Include as much detail as possible including the agencies you have spoken to and the planning you have in place. Again, site plans or pictures of the site can help to explain your event and can clearly show where you have arranged for parking to be suspended, or roads cordoned off.

3.11. Medical provision

When creating an event, it is the organisers responsibility to ensure that the operation of the event does not negatively impact the ambulance or NHS services for the area. You can minimise any impact by liaising with the NHS beforehand whilst planning the event or adding in some extra medically qualified staff to ensure the well-being of attendees whilst on the site. A guide on how many medical staff you should have in place can be found at www.thepurpleguide.co.uk

Medical qualifications in event scenarios do not include First Aid at Work or suchlike but are specific qualifications held by trained medical staff that can be used on members of the public. This might be as simple as a First Responder on your site but on larger events can include doctors, nurses and even ambulances.

The location of nearby medical services is also useful so please detail any local Minor Injuries Units and Accident and Emergency Departments.

Is there a local Air Ambulance landing site near to your event that would be useful, in the case of a major accident or incident? If so, please include those details.

Detail what medical provisions you have planned on your event and any liaison you have undertaken prior to the event with the various agencies. The allocated medical personnel should attempt, where practicable to gather information relating to any injuries occurring on the site. This will be their own medical log as well as the accident report form within this document.

3.12. Caterers and traders

Include detail on any caterers that you may have on your site such as

- Who are they and what are they providing?*
- Does the event have minimum Food Hygiene standards using the Local Authority star rating system? If so, what is that minimum?*

The above information can often be required by the Local Authority Environmental Health team to ensure that the caterers are safe to operate and appropriately registered.

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Include where they will be located if you haven't already done so in an earlier section of this document. Have you considered food waste in your plans – where will it go and how is it managed?

Will you have environmental minimum standards for cutlery and containers – are you allowing plastic on site or are you asking all caterers to use fully recyclable products to reduce your events environmental impact?

3.13. Welfare – toilets etc

Detail what facilities you are providing on site for your attendees and/or participants such as how many male and female toilets or have you got accessible toilets on your site?

- Are you using pre-existing infrastructure and if so, who has given permission, and do you have you arranged cleaning and securing at the end of the event?*
- If you have a family friendly event, have you considered using baby changing facilities in the inventory?*
- Who is supplying any temporary facilities and when will they be delivered and collected?*

3.14. Waste

It's extremely important that whichever site you are using for your event you have considered the clean up after the event.

- Will you be needing additional waste management and if so, who have you booked that with?*
- Are you using Local Authority bins and waste management – if so, who have you liaised with for permissions for this.*
- It is important that you dispose of any waste created in a legal and safe manner – this means you should not simply use the regular council waste bins without prior permission as they may not have the capacity needed or not due to be emptied for a number of days after your event takes place.*
- If you are using a waste contractor, please indicate who they are and what they are providing in terms of bins and waste management – it may be simply some extra bins, or you may have a litter picking team etc.*
- Have you thought about how any caterers on your site will dispose of their used oil and grey water?*

3.15. Animals on site

Does your event have a policy on animals on your site – some events allow open access to all, but you may wish to restrict to assistance dogs only for example. Please detail what you plan to allow or restrict within this section.

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3.16. Accreditation/access controls

Does your event have restricted access and if so, how will you accredit the right people or provide access management for those required and allowed on site. You may be using wristbands or lanyards for your event team so that they have unrestricted access across all areas. If so, maybe include a picture of an example.

3.17. Lost property/information

Are you including a Lost Property or Information desk on your event. Are there somewhere attendees can go to get answers to their questions or if they have lost an item. People often misplace items on events – have you considered putting in a Lost Property location for attendees to be repatriated with their property and how are you managing that aspect.

Post event – will you have an email address attendees can send questions to enquire if their lost property has been found?

3.18. Fireworks & special effects

We need to understand what your plans are to ensure the safety of the public during firework displays, Special Effects or if you are creating a public bonfire.

- Where will it be?*
- Who will be contracted to install and operate the fireworks?*
- What safety protocols have you put in place? Exclusion zones, fire safety measures, emergency access, checks on materials used in a bonfire.*

Attach as much information as possible and if you have already contracted a supplier then please attached their Risk assessment to this document.

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4. SECURITY & CROWD MANAGEMENT

An important part of organising an event is ensuring that you have understood and planned for incidents and issues regarding the safety and security of your attendees. Liaison with the local Police is critical in ensuring that your event is well managed and planned for and has the right oversight.

4.1. Security and stewarding/policing

- *Will you have professional stewards and/or Security Industry Authority (SIA) staff on site for the bars or points of entry for example? If so, what does that asset comprise of and what jobs will they be undertaking?*
- *Have you spoke with your local police to ensure they are aware of your event and have provided any relevant information to you.*
- *Detail in this section who you have spoken with if anyone and also what security and stewarding you will have on site and who the contractor is.*
- *If you have details of where those staff will be located that will also be helpful alongside their hours of operation.*
- *Will you need overnight security to make sure the site is kept safe and secure whilst you are away?*

4.2. Safeguarding policy | children, young person, vulnerable adults

As an organiser you have an obligation to keep everyone safe on site and that includes safeguarding young people or vulnerable adults. Make sure you fill in the details below and understand the role you have to play in ensuring everyone is kept safe. Ensure you explain how you plan to keep people safe on your site with particular focus on children, young persons, and vulnerable adults.

..... acknowledges that some adults and children can be vulnerable to abuse and accept responsibility to take reasonable and appropriate steps to ensure their welfare and safety throughout the events listed.

..... acknowledge they have a Duty of Care to safeguard and promote the safety and welfare of adults at risk and children alike..... are committed to ensuring that their safeguarding practices reflect statutory responsibilities, relevant government legislation and guidance and best practice. will liaise and collaborate and communicate with law enforcement, social services and local agencies as required.

The policy recognises that the welfare and interests of adults and children at risk are paramount in all circumstances.

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Regardless of age, ability, or disability, gender, race, religion, sex, or socio-economic background all have a positive experience at within a safe environment and always protected from abuse whilst within our duty of care.

Inevitably on events, children or vulnerable adults may become separated from their parent/guardian/carer/friends. As organisers of the Event, it the responsibility of you, the organiser to assist in an effective and robust manner to repatriate the lost child/vulnerable adult as soon as practicable whilst at the same time ensuring the correct procedures have been undertaken.

A Missing Person/Vulnerable person policy will be briefed to all event staff, and security. This should assist in protecting staff and the child/vulnerable person, whilst simultaneously assisting in reuniting the child/vulnerable adult with their party. All lost/found individuals will be taken to the staffed by DBS cleared staff to await reunification with their parent/guardian.

4.3. Drugs/alcohol

You may not have alcohol on sale at your event, but you may still have attendees arriving having drunk a quantity of alcoholic beverage. Additionally, we all have a responsibility to minimise the harm to people through the use of alcohol and illegal drugs. Please ensure that you read the following and understand the principle laid down.

..... acknowledges that controlled substances could be present on the event site and has taken measurements to reduce risks and protect staff and eventgoers from harm. In accordance with the Misuse of Drugs Act 1971, drugs that are subject to control are classified in three categories according to their relative harmfulness when misused.

CLASS A	includes ecstasy, cocaine, heroin, LSD, mescaline, methadone, morphine, opium, and injectable forms of Class B drugs
CLASS B	includes oral preparations of amphetamines, barbiturates, cannabis, cannabis resin, codeine, and methaqualone
CLASS C	includes most benzodiazepines (e.g., Temazepam, Valium), other less harmful drugs of the amphetamine group, and anabolic steroids

In accordance with the Psychoactive Substances Act 2016, it is an offence to produce, supply, offer to supply, possess with intent to supply, possess on custodial premises, that is, any substance intended for human consumption that is capable of producing a psychoactive effect.

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..... has a zero-tolerance policy towards the use of illegal drugs, and the misuse of prescribed drugs. This applies to all participants, staff, guests, and contractors that are involved with the event. There are no exclusions to this policy. This includes, but is not limited to:

- Possession of a controlled drug.
- Possession with intent to supply another person.
- Production, cultivation, or manufacture of controlled drugs.
- Supplying another person with a controlled drug.
- Offering to supply another person with a controlled drug.
- Import or export of controlled drugs.
- Allowing premises to be used for the consumption of certain controlled drugs
- Possession of any 'legal high,' 'research chemicals,' 'novel psychoactive substances', 'NPS', 'designer drugs' or 'herbal highs'.

As a starting point the policy will be **ZERO TOLERANCE** in all cases.

5. EMERGENCY PLANNING

5.1. Emergency plan

Do you have an emergency plan? – if not, please think about some of the things that might happen with weather, traffic, emergencies near to the event site etc.

We have included some guidance below which might help you think about the planning you need to undertake in such matters. We recommend having a Traffic Light system for your event site as follows:

Condition Green/All Clear

This will represent normal operational conditions Indicates that the event is operating in a 'normal' operational manner and there are no reported problems inside or outside the event site.

Condition Amber - a serious or major incident may have occurred.

This is the first indication that a serious or major incident exists within the event site. The Event Management Team will meet to evaluate the incident and decide on the action to be taken.

Condition Red - there is a serious or major incident exists.

This would be effective immediately when any amber state or incident was confirmed by the Event Management Team or on the advice of the emergency services on site and that an initial situation or incident has the potential to require a local or full-scale evacuation of the event site i.e. we have a confirmed bomb threat, fire, structural collapse etc.

5.2. Bomb/terrorist threat

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This issue may not be immediately relevant in your mind to your event, but we all have a duty to ensure that we have considered the issue and planned accordingly. Have you thought about undertaking the Action Counters Terrorism (ACT) online training which will provide a solid starting point.

5.3. Vehicle born terrorist attack

Although rare, the use of vehicles to impact an event, be that a Christmas market or street parade has become more prevalent in recent years. Have you considered the impact of this situation and looked at potential mitigations to reduce the likelihood if your site has open routes from the road? Advice can be sought from Dyfed Powys Police on this matter.

The is aware of the potential for a vehicle born attack and shall consider this as part of the risk assessment process. Police will assist in providing information where required.

Example:

Due to the nature of the venue, there is extremely limited access for vehicles into the public space due to the gated nature of the site/access pathways. This does not include the egress routes from the venue where high numbers of guests will be in the vicinity of highways. Care should be taken to ensure vigilance is maintained by the security team throughout the event. The roads immediately on the route out of the gate will have a road closure in place for a limited time during egress. This will not have HVM (Hostile Vehicle Mitigation) systems in place though. Additionally, some aspects of the event take place as processional elements and need to be considered separately.

5.4 Management of unattended items

Note these important definitions as given by the Police:

- **Unattended items** | can't identify owner but item is typical of surroundings e.g. bag containing food, drink, sun lotion etc., left on a picnic rug.
- **Suspicious items** | Unusual characteristics and owner or legitimate purpose can't be established.

The HOT Principle (Suspicious Packages Recognition) Think **H O T**!

H – Has the item been **Hidden**? Has it deliberately been concealed?

O – Is it **Obviously** suspicious? Does it seem odd or out of place, is there wires, liquids or batteries sticking out of it?

T – Is it **Typical** for the location? Is what you would expect to see at your place of work?

To double check your concerns: -

Event Management Plan

Guidance document



- Ask people in the immediate area to identify their own belongings.
- Is the bag / package theirs?
- Does it belong to someone they know?
- Did they see who left it?
- Was there anything suspicious about the way it was left?

Once the item has been deemed suspicious Do Not Touch It and follow the actions below:

CONFIRM - that the item is suspicious.

CLEAR - the area working outwards from the device.

CORDON - off the required distances

CONTROL - the incident.

CHECK - all the above has been completed.

Information that will be required by Event Control:

WHAT - is it?

WHERE - is it?

WHY - is it there, why is it suspicious?

WHEN - was it found, placed, or reported?

WHO - found it, who is the potential target or perpetrator?

Transmission distances for a suspect device

When undertaking the actions above remember not to use radios or phones *within 15m* of the suspect item and try to keep out of line of sight but behind something substantial like a building but away from glazing.

- 15 metres - mobile phones and hand-held radios
- 50 metres - vehicle mounted radio device.

Cordon distances (National Minimum Distances)

- 100 metres - small items i.e. briefcase size
- 200 metres - larger items up to motor cars
- 400 metres - vans and lorries

6. CONTINGENCY PLANNING

6.1. Logging of incidents

All incidents of all scales should be logged in the Event Log held by Event Management and will form part of any Event de-brief. This should also be available to the Emergency Services if required to form part of any subsequent investigations in the event of a problem. Have you considered how you will log any incident and who will undertake that activity?

6.2. Site evacuation

If a full site evacuation was required on your event, have you considered where the attendees would go and how you would guide them safely away from any potential danger?

- Do you have volunteer stewards who can help usher attendees to a safe space for example?*
- Who would call the site evacuation and how would that be managed?*

7. LICENSES, PERMITS & INSURANCES

7.1. Licenses & permits

We need to ensure that you have acquired or are in the process of acquiring the right licenses or permits for your event to take place. This might include a Temporary Event Notice or parking restrictions for example. Ensure that you have annotated any licenses or permits you have in place or are planning to have in place for your event.

Example:

This Event will NOT require:

- Road closures
- Street works event application
- Street trading permit
- Street collection permit
- Temporary event notice
- Premises License

Event Management Plan

Guidance document



This event will be operating with a Temporary Event Notice for the bars across the weekend. This has been applied for through

7.2. Insurances

For many activities you may need to have insurance in place such as Public Liability or Hired in Equipment Insurance. Read the statement below and where needed include copies of your insurances with this document.

Example:

..... has in place public liability insurance with a limit of indemnity of £5m. In accordance with the current guidance, it is suggested that third party participants have in place a minimum limit of indemnity of £5m million for public liability insurance.

Any accidents during the event can result in a claim being made against the event organiser, one of its partners, contractors, or participants. The liability policy will only respond to claims made by third parties alleging that they have suffered injury or property damage, because of neglect on the part of the during its business activities. Where responsibility rests with another body/person, both the **event coordinator** and its Insurers will seek to deflect liability on to that body/person, whether they are insured or not. Any accident reported should be immediately referred to the **event coordinator** for investigation.

After an accident, the scene should be preserved until an investigation has been carried out. Full details should be recorded including names and addresses of witnesses, photographic and video evidence if possible. An accident report (included in this document) must be completed.

8. APPENDICES

You might have additional information that is held in separate documents that is relevant for your event such as permits or insurances. If you intend to include them with this document, please annotate what you are including here. Examples of relevant appendices would be Risk Assessments, Schedule/Programme and a Traffic Management Plan