

Event Safety Management Plan

[EVENT NAME]

[EVENT DATE(S)]

[EVENT LOCATION(S)]

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Section 1: Overview of event

[Give a description of the event]

Section 2: Planning and Management

2.1 Event Management Structure

[Detail the organisation's responsibilities in holding the event]

2.1.1 Event Organisation Chart

[Insert event organisation chart with job roles and names]

2.2 Event Organisation

[Insert details of each person's primary duties]

Section 3: Venue and Site Design

3.1. Site plan

[Confirm site plan is attached]

3.2 Access and Egress

[Insert details of access and egress arrangements, including emergency evacuation]

3.3 Venue(s) Capacity Assessment

[Insert venue(s) capacity assessment]

3.4 Licences

[Insert details of any licences held or required]

3.5 Site Safety Rules

[Insert details of any prohibited items, controls, and security arrangements]

3.6 Attendee Profile

[Insert details of expected attendees and any age limits]

3.7 Sanitary Facilities

[Detail where sanitary facilities will be available]

3.8 Waste Management

[Detail waste management arrangements]

3.9 Electrical Installations and Lighting

[Detail any electrical installations and lighting and the means of power]

3.10 Heras and Barriers

[Detail any fencing and barriers to be used]

3.11 Facilities for people with disabilities

[Detail access arrangements and facilities for people with disabilities]

3.12 Structures

[Detail number, type and size of structures to be used]

Section 4: Food and Drink

4.1 Food

[Detail any food and drink vendors involved with the event]

4.2 Water

[Detail how and where water will be available from]

4.3 Alcohol

[Detail any arrangements for the sale of alcohol]

Section 5: Programme

5.1 Production Schedule

[Insert a timescale of the event, including details of setting-up and packing away]

Section 6: Communication

6.1 Event Staff communication

[Detail how staff will communicate with each other during the event]

6.2 Suppliers / Contractors List

[Insert details of information to be supplied by suppliers/contractors to the event organisers, and arrangements for communicating information between the event organisers and any contractors/suppliers]

6.3 Incident Codes

[Insert any incident codes to be used]

6.4 Communication with the Public

[Insert details of how the event will communicate with the public]

Section 7: Crowd Management

7.1 Security and Stewarding

[Detail security and stewarding arrangements]

7.2 Policing

[Detail policing arrangements]

7.3 Vulnerable Adults and Child Protection

[Detail any policy for supporting vulnerable adults attending the event, and arrangements to safeguard the welfare of children]

7.4 Social Responsibility

[Detail social responsibilities for ensuring the welfare of people attending the event]

7.5 Lost Property

[Detail how lost property will be dealt with]

Section 8: Traffic Management

[Detail any traffic management arrangements, including any road closures and vehicle

Section 9: Health and Safety

9.1 Risk Assessment

[Detail risk assessment arrangements]

9.2 First Aid

[Detail first aid arrangements]

9.3 Noise and vibration

[Detail the type and levels of noise and vibration]

Section 11: Major Incident Planning

[Give details of the rendezvous site and who will attend]

11.1 Emergency procedures

[Detail emergency procedures in place, including for fire, medical emergencies, suspect packages and bomb threats]

Section 12: Fire Prevention

[Detail fire prevention arrangements]

Section 13: Wet Weather Plan

[Detail any wet weather arrangements]