

# Event Management Plan

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As an Event Organiser you are responsible for:

- Informing your local authority of your event
- Seek permission of the relevant land owner
- Submitting the relevant documentation to your local authority in a timely manner
- Ensuring the overall safety at your event as far as reasonably practicable
- Ensuring that health and safety arrangements in place to control risks
- Ensuring the competence of staff at your event to undertake their roles safely
- Checking all insurance documents, risk assessments and methods of work for contractors, stall holders, caterers etc (these documents may also be requested by your local authority)
- The Health, Safety and Welfare of all members of staff, contractors and members of the public attending your event

**Disclaimer:** This template is a guide only. It does not necessarily include all the information that may be relevant to your event. The local authority is not responsible for the lack of any information that may not be submitted with this application.

## **Privacy Statement**

Your personal information is required for administration purposes. Your local authority is committed to protecting your privacy and fulfilling its obligations under UK data protection laws. The Local Authority may use this data in order to inform you of its activities and/or improve its services in relation to the subject matter only, but will not sell, rent, distribute or otherwise make your data commercially available to any third party, unless it is required to by a court order or to comply with other legal requirements.

## **What happens to my event information?**

Your event notification form, event management plan, site plan, risk assessment and public liability certificate will be sent to the Events Safety Advisory Group for review. The Events Safety Advisory Group consists of representatives from various departments at your local authority, Kent Fire and Rescue, KCC Highways and Kent Police. Your information will not be passed on to any other party without your prior consent.

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## Event Organiser Details

<b>Event Organiser</b>	A Smith
<b>Organisation</b>	Stonebridge Community Group
<b>Contact Telephone Number</b>	07222 654913
<b>Name of Event</b>	Community Funday
<b>Location of Event</b>	Stonebridge recreational ground
<b>Date of Event</b>	Saturday 24 August 2013

### 1. Event Overview

#### 1.1 Event Overview

Please provide a description of your event

Stonebridge community group are running a community Fun day on Saturday 24 August 2013. Although the group organises regular small scale events each year it wants to provide a larger event that not only provides activities for the local community, but also draws in a wider audience to raise the profile of the area, promote local businesses/ leisure activities and generate income for the area.

The chair of the committee is taking on the role of event organiser and will be planning the event with the support of the other members of the committee who are all taking on specific roles. The event is being funded by the group and Town Council with various types of support from local businesses, charities, sports clubs, schools, youth groups etc

There will be a mixture of entertainment and attractions including, an arena for performances and demonstrations, a stage for a mixture of local youth bands during the day and a well-known local band during the evening. There will be a selection of promotional stalls for local businesses, clubs and associations which will all be housed in 3 large marquees. There will also be stalls selling produce local to the area and Kent these stalls will be self sufficient and have their own stalls and power. The quality and type of items sold will be controlled so that the quality remains high and relevant to the event. There will be food concessions and a bar on site.

Equipment will either be lent to the organisers by local businesses or bought/hired in.

The event will be held at Stonebridge recreational ground, which is owned by the District Council.

It is expected that the people will use various types of transport to get to the event. Although there will be no on-site parking provided and any marketing will encourage local people to walk or use public transport.

Please provide the following information about your event	
<b>Event start time</b>	10:00
<b>Event end time</b>	23:00

## 1.2 Event Itinerary

Please provide timings of your event including any set up timings and break down timings	
<b>Date / Time</b>	<b>Action</b>
Monthly increasing to weekly 2 months before event delivery.	Routinely organising group meetings
Tuesday 20 August	Grass cut as agreed with Council Event manager to collect keys to gates to green
Wednesday 21 August - am	Delivery and erection by contractor of Herras fencing around perimeter of event site. Crowd control barrier also delivery and stored ready for deployment. Event manager on site daily from this point to manage build.
Wednesday 21 August - pm	Generator delivered by contractor Security on site
Thursday 22 August - am	Marquees delivered and erected by contractor Staging delivered and erected by contractor Delivery of PA, lighting and sound equipment. Fire extinguishers delivered to site and put into position Temporary toilets delivered to site
Thursday 22 August - pm	Electrical/sound engineer arrives to wire lighting and sound for stage, lighting for marquees, Site PA. Fair operator arrives to set up rides and side shows. Two way radios collected ready for use by stewards on Friday.
Friday 23 August - am	Event stewards on site to manage rehearsals and arrival of traders, concessions, clubs etc. Rehearsals by dance groups and bands on the stage.
Friday 23 August - pm	Traders, concessions, local businesses, clubs etc begin to arrive on site to set up.
Saturday 24 August - am	Full steward briefing by head steward and event manager. First aid provider on site Final traders, concessions, local businesses, clubs etc set up. All vehicles off site by 09:30

	Site safety inspection by event manager prior to opening
Saturday 24 August - pm	Event opens
	Regular site tour/inspection by event manager
	Event close
Saturday 25 August – am	Event site breakdown – site cleared by 12 noon

### 1.3 Programme of Events

Please provide the timings for the event day	
Time	Activity
Arena	
10:00, 13:00, 16:00	ATC band and parade
12:00, 15:00, 18:00	Cheerleader demonstrations
11:00, 14:00, 17:00	Freestyle mountain bike demonstrations
Stage	
10:00, 11:00, 12:00, 13:00, 14:00, 15:00, 16:00	Dance demonstrations
10:30, 11:30, 12:30, 13:30, 14:30, 15:30, 16:30	School Bands
19:30 – 22:30	2 Locally known bands
Funfair	
10:00 – 22:45	All rides and side shows

### 1.4 Event Management

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

Please provide a brief description of the roles for event staff and their main responsibilities including event set up and breakdown. <b>Please note:</b> the role of stewards is covered in a specific section later on in the document so there is no need to complete the role of stewards in this section.	
Role	Responsibilities
Event Manager	The safety of staff, volunteers and visitors to the event. Overall control and coordination of the event Manage staff and assign their roles and responsibilities Event control on the day of the event
Site Manager	Deputy for the event manager in their absence Ensure the site is prepared as agreed for the event Carry out regular site inspection in the build up and during the event. Ensure event infrastructure is delivered on time and set up as per the agreed plan. Liaise with concessions, fairground operators, traders, stall holders to ensure they are located and operating correctly. Manage any issues that arise relating to the site during the event.
Arena/stage manager	Programme the entertainment in the arena and on stage for the duration of the event. Work with all entertainers pre event to ensure they are aware of what will be provided on site and agree any additional requirements.

	Ensure the entertainment programme runs to time
Steward Co-ordinator	Organise the provision of stewards for the event Liaise with contracted security staff for the bar area Manage steward rotas, breaks during set up, delivery and break down of the event. Manage communications between stewards. Run the steward briefing with the event manager Ensure all stewards have their protective equipment.
Press and PR co-ordinator	To co-ordinate all marketing and advertising for the event. Organise local dignitary or VIP attendance on the day and their itinerary Organise press attendance on the day and any statement to be made.

### 1.5 Crowd Management

Please provide detail on how you will manage the crowd at your event
<b>Is your event ticketed? If yes, what arrangements are in place for this?</b>
This is an open event and attendance is not restricted by the selling of tickets.
<b>How will you manage capacity?</b>
This is the first year for this event so there is no previous experience of how many will attend. The event is only advertised in the East Kent area and research into similar event held in East Kent with wider advertising suggest that maximum attendance for the daytime community events and attractions will be 800 during the day at any one time. Previous gigs by the bands playing in the evening have attracted crowds in the region of 1000, so we could reasonably expect a max attendance of 2000 for the evening.  The event site is a large open space although it is secured by a perimeter security fence. The available escape routes can accommodate the evacuation of 5000 people in a reasonable time (see risk assessment). The area in front of the stage will accommodate 3000 (see risk assessment) comfortably and the type of audience attracted to the bands are over 30 and more likely to be well behaved and compliant to instruction given. There is an evacuation plan in place with stewards and some SIA accredited in place to manage an evacuation as well as monitor the crowd.
<b>How will you manage access and egress of the crowd?</b>
Normal access and egress will be through a two way gate system, which will be attended by stewards. This allows access to be controlled if necessary. Entry into the event is not expected to be a problem as it will happen over an extended period of time as the site will be open from the morning. At the end of the evening or during an evacuation all visitors will be exiting at the same time. To avoid a pinch point and an extended exit time, emergency exits will be opened by stewards and visitors directed to the nearest exit.

### 1.6 Advertising

Please provide details of how you will advertise your event
<b>How and where do you plan to advertise your event?</b>
Local papers for east Kent KMFM

Posters  
Flyers

**Will the media be in attendance and if so how will you handle them?**

The press will be invited to the event. The press and PR co-ordinator will be on site to manage this to reduce the pressure on the event manager.

**May we use the details supplied here for publicity purposes or to give to interested parties?**

- a) Yes
- b) If yes, which name and contact details may we release? Please provide full contact details.

Event Manager, A Smith  
07222 654913

## 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.*

<b>Company</b>	<b>What are they providing/doing?</b>
Harts Fencing Company	Supply and erect Herras fencing. Supply only crowd control barriers
	Supply and erect 3 marquees 20mx10m, 10mx10m, 5m x 5m
	Supply and erect staging 20m x 10m with steps, lighting and sound rigging
FX's	Supply PA system and lighting for stage and speakers around site
Portaloos Ltd	10 Portaloos
FX's	Installation of electrical supplies and rigging of stage equipment.
Ener-G	2 super silenced diesel generator
Ener-G	Fire extinguishers
Red Cross	First aid provision

The site manager will request risk assessments, method statements and all other related site specific safety documentation from each contractor. These will be reviewed in part to establish competence and to ensure all relevant safety measures are in place and ensure other activities are not put at risk or vice versa.

### 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*

<b>Name of Organisation</b>	<b>Concession Type</b>
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Kent Brewers	Bar
Burgers Galore	3 food trailers <ul style="list-style-type: none"> <li>• Burgers, hot dogs, chips, hot and cold drinks</li> <li>• Sandwiches, toasted Paninis, cakes, hot &amp; cold drinks</li> <li>• Sweets and confectionary</li> </ul>
Kent Curry Club	Curry stall
<p><b>Sale of Alcohol</b>  If you are selling alcohol at your event, please provide details of the arrangements made for managing this. Please contact your licensing department at your local authority as you will require a temporary events notice.</p> <p>There will be a bar trailer on site selling alcohol. The operator will be the licence holder and apply for the temporary event notice</p> <p>This bar will be operated by the contractor who provides a licensee and trained bar staff. There will be an adult only seating area at the front of the trailer, which will be roped and managed by SIA staff contracted by the event organiser.</p>	
<p><b>Catering Requirements (Food, drink, water)</b>  For each catering supplier/food stall that you have attending your event, please provide the following information for each:</p> <ul style="list-style-type: none"> <li>• Name of Business</li> <li>• Address of Business</li> <li>• Contact telephone number</li> <li>• Name of local authority that they are registered with</li> <li>• National food hygiene rating (if available)</li> </ul>	
<p>Kent Brewers  29 Wideacre Avenue, Eastry, Kent  Contact telephone number  Registered with Dover District Council  National food hygiene rating = 4</p> <p>Burgers Galore  34 St Richards Close, Broadstairs, Kent  01843 899657  Registered with Thanet District Council  National food hygiene rating = 3</p> <p>Kent Curry club  2 Sibbots Way, Folkestone, Kent  01303 586269  Registered with Shepway District Council  National food hygiene rating = 5</p>	

### 2.3 Fencing and/or barriers

Please tell us if you plan to use any fencing and or barriers at your event including their location

6 foot security fencing will be used as a perimeter fence with one main entrance exit point and 4 emergency exit points. Erected by a contractor with reinforcing panels placed at agreed intervals. No advertising banners or other coverings will be placed on this fencing, which will increase the risk of it blowing over. Exact locations are shown on the site plan.

Crowd control barriers will be used to keep the public away from hazards or staff areas. They will also be used to channel visitors as required. Exact locations are shown on the site plan.

## 2.4 Electricity, Water, Gas Supply and Generators

Please tell us if you plan to use electricity, water and or gas supply at your event. If so, please tell us where these will be sourced and the processes in place to manage these.

Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids.

There will be no gas supplied on site. Food concessions will provide their own LPG and will be asked to provide the gas safety certificate for their appliances. Only one spare LPG cylinder will be permitted per concession/stand. Certification and storage of LPG will be checked before the site opens to the public.

There is a water main on site that will be used to provide all water needs for the event.

There will be 2 generators provided to supply lighting and power to the marquees and to the stage equipment. Each generator will be positioned away from public areas (see site plan) and be secured with security fencing placed (6' Herras) and have a CO2 fire extinguisher placed by it. The generators will run for the duration of the event without the need for refuelling.

All electrical supplies will be RCD protected and installed by an accredited electrician. All cabling will be run away from walkways, where this is not possible they will either be trenched or covered with a cable ramp. The electrical installations for the site will be signed off by the accredited electrician before the site is opened to the public.

## 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

### Three marquees

- Specifications for each marquee are provided by the contractor and supplied with the event plan.
- 20mx10m – Housing stalls advertising local businesses, charities, youth groups, sports clubs, council services, emergency services etc. Open on 3 sides, stalls will consist of tables and posters stands. There will be a areas for tables and chairs for visitors to sit and eat
- 10mx 10m - Traders organised in a circular pattern with all sides open.
- 5m x 5m – Control tent to house first aid, event team, rest area for stewards, event equipment.
- All marquees erected by competent contractor and signed off by their in house design specialist. A completion certificate will be provided to the event manger before occupation

and site opening

- Power and lighting will be run after the marquees have been signed off Stage
- 20m x 10m – Provided and constructed by contractors. A purpose built aluminium sections on wide foot plates with a plywood floor resulting in a stage height of 1m. Steps with handrails are provided on each side.
- A lighting gantry will be erected over the stage secured using purpose building fixings to the side of the stage structure. All lamps will be secured with safety chains.
- Speaker stack will be placed on either side of the stage and strapped to the stage frame.
- Specifications for the stage, lighting gantry and speaker towers are provided by the contractor and supplied with the event plan.
- The stage will be signed off by the contractor using an in house specialist. A completion certificate will be provided before it is used by performers.
- No temporary structures will be used while they are being constructed.

Traders stalls

Traders will provide purpose built stalls.

## 2.6 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here

- A 4m clear route will be established around the perimeter for emergency services access.
- All structures will be separated by 4m
- Fire points with a water and CO2 extinguisher (place on a stand with identifying signs) will be placed at the following locations (also shown on site plan)
  - Inside all marquees (2 in large marquees 1 in small)
  - 1 at either side of stage
  - Two in entertainment area
  - Two in Trader/exhibitor area (number needed to be finalised)
  - One CO2 by each generator
- Food concessions expected to have their own fire fighting equipment
- The perimeter fence will have 4 emergency exits (including the main entrance). These will be a loose Herras fence panel, which will be opened by a named steward when evacuation from the site is required. All evacuation points will have a large fire exit sign secured above them, which is visible from the centre of the site. It is expected that the attendance for this event will not exceed the venue capacity.
- Stand alone floodlighting will be provided to illuminate the site including the escape routes and exit points.
- All food concession with cooking facilities will be asked to submit or complete the fire risk assessment form from the Fire and Rescue Service.
- Only one spare LPG cylinder will be permitted per installation. The location of all LPG appliances will be identified on the site plan.
- No more than 5 litres of spare fuel can be stored on site per portable generator and a CE approved container must be used. Anything not conforming will be taken off site.
- A bin area will be provided and all event participants asked to remove combustible rubbish throughout the day to ensure there is not a build up. Stewards will also monitor this.
- Marquees open to the public will be open sided so not require designated exits, escape signs or emergency and have not specified limit on capacity.
- An emergency evacuation plan is in place with all stewards and other key staff briefed in its

operation.

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- An emergency evacuation plan is in place with all stewards and other key staff briefed in its operation.

## 2.7 Temporary Events Notice

### IMPORTANT:

Licensable activities at your event such as the sale and supply of alcohol, the provision of late night refreshments to the public and regulated entertainment may require a temporary event notice (TEN). A temporary event notice is a notification to the licensing authority than an individual intends to carry on licensable activities for a period not exceeding 168 hours.

A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licences in place.

Please contact your local licensing department for more information.

## 2.8 Musical Entertainment

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification  
If you have live music you may require a Temporary Events Notice  
You will also need to consider noise management

The event will have amplified music played in the arena throughout the day and the stage will have live music. As the expected attendance will be over 499 a premises licence will be applied for by the event manager.

## 2.9 Attractions

Please provide details of any attractions that will be at your event  
e.g. inflatable's, funfair/children's rides, fireworks  
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, address and telephone number of organisation	Attraction and ADIPS number if applicable
Donovan's Leisure	Paratrooper ADIPS number 46892
	Carousel ADIPS number 46893
	Waltzer ADIPS number 10359
	Junior teacups ADIPS number 10357
	House of Mirrors ADIPS number 10355
	Ghost House ADIPS number 10662
	Hook a duck
	Hoopla
	Bouncy castle
	Face Painting
	Local TA – attending with 3 vehicles, static during event but can be sat in
	Mobile climbing wall

### 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
<p>First aid provision is being provided by a contractor. The contractor has completed a medical needs assessment on behalf of the event manager and both parties are in agreement as to the following provision:</p> <p>1 ambulance 2 ambulance personnel 6 first aiders</p> <p>The first aid point will be located at the event control tent, which will be segregated internally with a separate entrance to give a private treatment area. 'First aid' signs large enough to be visible from a distance will be erected above the entrance to this marquee.</p>

### 2.11 Public Health and Welfare

Please provide details of the arrangements you have made for the following
<p><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. There may be a charge if toilets are required outside normal opening times (check with your relevant local authority).</p>
<p>Temporary toilets will be provided within the event at a location specified on the site plan. These will be self contained units with hand washing facility</p> <p>A total of 15 units will be provided one of which will be located by event control for staff use only. There will be two disabled access toilets with baby change facilities.</p>

**Waste Disposal**

Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As you the event organiser you are responsible for arranging the disposal of waste

Additional bins will be provided for the public to use, which will be monitored and collected by stewards not on station. Traders and stall holders are expected to remove their waste to the waste area provided that has large wheeled bins (identified on plan). There should be enough to cater for the duration of the event, however should these bins become full they will be collected by a contractor.

**Noise Management**

Please provide details of the arrangements made for minimising noise disruption at your event

The stage is positioned so that speakers are facing away from residential properties and will end at 23:00. There are large trees and bushes in between the event and residents, which will act as a sound barrier. Sound levels will be monitored throughout the event including the fairground rides. This level has been agreed with the Local Authority.

**2.12 Accessibility**

Please ensure that you have considered aspects to make your event accessible and provide detail here. e.g. Accessible toilets provided, Accessible parking, Ramped access

The event site has level access, however the whole site apart from 1 path running through the centre is laid to grass. If the ground is wet wheelchair access may be difficult.

An off-street disabled parking area will be created on the grass adjacent to the main entrance. This area will be stewarded and only blue badge holders will be permitted. Spaces are limited to 10.

There will be secured viewing areas for wheelchair users and those with limited mobility either side of the stage and at the arena perimeter (created with crowd control barriers). This will be controlled by stewards with entry by advanced booking only.

Temporary disabled toilets will be provided on the event site. In particular near the secured viewing areas.

**2.13 Steward and Marshal Management**

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

**Roles and Responsibilities of Stewards and Marshals**

The event stewards will take on the following roles:

- Providing information to visitors on the program of events, location of stalls and facilities.
- Monitor the accumulation of rubbish and report where this is happening. Emptying of bins may be required.
- Monitor stands, stalls, entertainment and attractions etc for any activity that might put them or the public at risk and report this to the steward co-ordinator when this might be happening. Take action to stop the activity if there is imminent risk to safety otherwise take action as instructed
- Monitor visitor activity and report to the steward controller any antisocial or other

<p>behaviour that might disrupt the event.</p> <ul style="list-style-type: none"> <li>• If there is a medical incident contact the first aiders and the steward co-ordinator. If the casualty is immobile offer support until the first aider arrives. Ensure space is given to the injured person.</li> <li>• If an incident occurs report this to the steward co-ordinator and keep the public away. Assist where possible, but do not put yourself at risk.</li> <li>• Ensure all protective equipment provided is worn while on duty.</li> <li>• If unable to attend report this to the steward co-ordinator</li> <li>• If a post has to be left for any reason, this should be notified to the steward co-ordinator.</li> <li>• Stewards do not have the powers to restrain or remove visitors from the event and should avoid getting into arguments. If a member of the public doesn't comply with a request this should be reported.</li> </ul>
<p><b>Location and positioning</b></p>
<p>There will be a maximum of 15 volunteer stewards. 6 will be on duty at any one time during the day which will increase to 10 for the evening music event. Apart from 2 at the main entrance the others will be given areas (indicated on the site plan) to monitor. There is capacity in steward numbers to accommodate breaks, absences and if a need is identified more deployed. 2 SIA staff will be positioned at the bar.</p>
<p><b>Who are your marshals?</b></p>
<p>All volunteer marshals are members of the community group and aged 18 or over.</p>
<p><b>Will you be using SIA qualified security staff? If so, what will their role be?</b></p>
<p>SIA qualified staff will be bought in primarily to monitor the bar area, which will have a seating area and standing tables within a roped area. This will be an adult only area enforced by the SIA staff.</p>
<p><b>How will your stewards/marshals be trained?</b></p>
<p>The community group is funding a training course provided by an event specialist for all stewards. This provides a resource of fully trained stewards for future events. A briefing will be held the morning of the event before the gates open to run through any changes, key responsibilities/concern and answer any last minute questions.</p>
<p><b>Please provide a copy of the information that will be given to Stewards and Marshals (briefing document)</b></p>
<p>All stewards are accountable to the head steward Please stay at your allocated position until you are sent for a rest/lunch break. All stewards will be issued with a hi viz vest and radio. Stewards will be briefed at the pre-event meeting on how to use radios. Stewards are not to get involved with crowd issues but to report this or any other incident to event control. Please familiarise yourself with the location of the first aid points and fire extinguishers and emergency procedures.</p>
<p><b>How will the event team and the stewards/marshals (including traffic marshals) communicate with each other on the day of the event?</b></p>

2 way radios will be used by all stewards and the event team. Radios have been tested and work in all parts of the event site. They will be charged night before and signed out to each steward on duty. There are spare batteries and radio units should one be lost, broken or stop working. Headset and mics will be provided so visitors can't hear the open messages. There is also a mobile phone list as a backup. Radios will also be issued to the SIA staff who become part of the steward team for the purposes of the event

### 3. Incident Management

**PLEASE NOTE: do not assume that the emergency services will attend your event other than in an emergency. Your event must be managed without the support of the emergency services, even if they have agreed to attend as they may be called away to an emergency elsewhere. Do not refer Kent Police throughout this document. They cannot provide support to any element of your event other than in an emergency.**

#### 3.1 Welfare of Children

Please provide details of how you would deal with a lost or found children or vulnerable person

Two stewards will be DBS checked. A lost child is reported immediately to the steward co-ordinator. A lost child or vulnerable person will not be left on their own with a member of staff. At least one of the DBS stewards would remain with another steward until the parent or carer is found. The control tent will be used as the missing person area, although will not be signed as such. No food or drink will be given only water in case of allergies.

As far as possible the following will be established

- Name and contact number of the parents/carers or other family that could help
- A description of the parents/ where they were separated/what their plans were etc.

An announcement may be made from the PA asking for parents/ guardians who have become separated from their child to go to the designated meeting point. **The name of the child will not be announced over the PA or radios.**

A person claiming a child will complete a form, which includes their name and address and relationship to the child and will show a form of identification. If the child is unsure or reluctant to be taken by the person collecting them, then further confirmation will be required of the relationship to the child/ person before handing him or her over.

The Police will be contacted immediately if:

- the child/ missing person has made any allegations
- there are any concerns for the missing/ found persons welfare
- the found person is hesitant or unwilling to go with the person collecting them
- The person reported missing is considered vulnerable in any way.

#### 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

All accidents, medical incident or near misses will investigated by the site manager during the event to establish whether any immediate changes are required to prevent similar accidents happening again. All accident, medical incidents and near misses will be recorded by the steward controller as they are reported using an HSE accident book. Should an accident be reportable under RIDDOR this will be completed by the event manager and submitted to the Local Authority enforcement team. All accident reports will be considered in the planning for future event to identify any elements that should be done differently.

### 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

There will be a PA system operated through the stage sound system. PA speakers placed around the site will enable all visitors to hear any announcements made either by the event compare or by the event team.

Loud hailers are available at event control should the PA system stop working and communication is needed in the event of an incident

### 3.4 Emergency Plans

Please note that it is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to Kent Police. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.

It is important that you set out your procedures carefully and brief all event staff, contractors and volunteers so that they are clear and widely understood.

In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.

Please provide details of your emergency plan for the event

**Who is responsible for determining that an incident is now an emergency and will take responsibility for decisions?**

The event manager in consultation with the event team.

**Who will report this to the emergency services?**

The steward co-ordinator will contact the emergency services by mobile phone on instruction from the event manager

**What systems do you have in place to contact the local emergency services?**

The emergency services are notified though the 999 system.

**Who will liaise with the emergency services when they get to the site?**

The site manager will make themselves known to the emergency services when they arrive and

advise them on the nature and scale of the incident and what has been done by the event team to that point.

**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?**

The main entrance/exit point for the event has a section to one side that is constructed of crowd control barriers and easily removed. This allows immediate access to the emergency route around the perimeter of the event. There should not be a queue of visitors at this position and those that are there will be managed by stewards.

**Who will be responsible for crowd control?**

The Steward Controller will receive information from stewards and the event team on incidents and crowd behaviour. Stewards will be instructed to react accordingly depending on the situation.

**How would you evacuate your event? What steps would you take?**

All incidents will be reported to the site manager who will attend the scene and either make a decision on the spot or consult with the event team where there may be wider or significant impact. Small scale incidents, which are not likely to affect many people will be dealt with by stewards and a member of the event team if necessary. A cordon will be established around the incident to keep the public away for their protection and allow space for treatment.

Medium scale incidents – small scale incident that have escalated or an incident that involves a larger number of people. Initial response will be by steward and the site manager and a cordon established. A decision may be made to evacuate an area of the site by stewards moving out from the incident asking visitors to move back. This will be towards an exit in preparation for a full evacuation. The event manager will decide whether the incident is sufficiently serious to call the emergency services in anticipation of an escalation in seriousness (e.g. fire, large scale antisocial behaviour). The PA will be used to inform visitors.

Large scale incident – a medium scale incident that has escalated a major incident or large scale disturbance where there is imminent danger to visitors. At this stage the emergency services would have been contacted and a full evacuation called. In this case stewards would be directed to continue moving out from the incident directing visitors to the exit point. Alternatively starting from as close to the incident as possible and start moving visitors to the exits.

**How will you communicate this instruction to your audience?**

To avoid unnecessary panic should radio conversations be overheard by visitors code words will be used to identify specific incidents, once an evacuation starts these aren't important:

Fire – Mr Sands (e.g. Mr Sands is at the stage)

Suspect packages – Mr Franks (e.g. Mr Franks is at the stage)

Creating a cordon – localised evacuation done by stewards giving verbal instruction as directed by the steward co-ordinator or event manager.

Partial evacuation – movement of visitor from the area of the event affected by the incident to a safe area still with the event ground. Started by stewards giving verbal instructions creating a cordon using of loud hailers as necessary. The PA system will be used to inform visitors.

Full evacuation – total movement of all visitors out of and away from the event ground. The PA is used to announce the evacuation and why. Steward will give verbal instruction (some with loud hailers) of where the nearest exits are and ensure everyone has evacuated the site.

**What are your contingency plans for adverse weather? Please include areas where cars will be parked.**

The weather forecast will be monitored by the site manager during the week before the event. If the weather deteriorates and is likely to significantly affect the event, alternatives will be discussed by the event team.

Rain - If the ground become water logged in the run up to the event, the event manager will take the decision on whether the event should be cancelled. If there is heavy rain during the event the performances will need to be postponed or cancelled.

High wind - this will be measured on site. If the measurements reach the maximum recommended by the marquee supplier or the stage supplier additional securing straps will be added and the marquees evacuated/stage not used. If the strong winds continue and the safety of visitors is at risk the event will be cancelled and the event ground evacuated during site build or while the event is running.

High temperatures: Should high temperatures occur regular messages will be broadcast from the PA advising visitors to use sunscreen and drink plenty of water. Water will be available to those treated by first aiders and for staff. Drinks are available to buy from food concessions and visitors are able to come and go from the event as necessary.

**Please provide details of emergency signage that will be used**

The standard green exit signs will be placed above each of the emergency exits. This will be large enough to be seen from the centre of the event site.

The first aid tent/ event control will have sign large enough to be seen from a distance.

## 4. Traffic Management

### 4.1 Traffic Management

Please complete the following table using the guidance on traffic management set out in the event toolkit that accompanies this event management plan.

**Please give precise locations of all roads that need to be closed for your event**

There is a road that runs through the event sight called Sea View Road, which only provides access to a parking area. This will be closed to vehicular traffic at the access point from the main road.

**If your event involves road closures, is it necessary to have a diversion route. If yes, please provide details of the route here.**

The road to be closed only provides access to a small, free parking area, which will also be closed and the space used for the event. No diversion will be necessary,

**In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Include information about how they will cross open roads safely.**

The road running parallel to the event site (Church Road) is a residential road with parking bays marked on both sides. The opposite side to the event site are resident only and those on the side nearest the event are time restricted bays with double yellow lines separating groups of 4 spaces. The bays on the event directly adjacent to the event will be suspended to provide clear access onto the site for contractor vehicles and to minimise vehicle movements at a point where there could be a lot of people crossing the road. There is large footpath on either side of the road, which should avoid the needs for pedestrians to walk in the road.

Church road is a reasonably quiet road with low numbers of traffic movements. There is no plan to provide a crossing point, taking into consideration relatively low volume of people likely to attend and the quiet nature of the road. Advertising for the event will state there is no parking on site and encourage visitors to use the other car parks and to take public transport.

Any vehicle accessing the event site will be instructed to limit speed to 5 mph and have indicators flashing. Reversing of large vehicles will only be undertaken under the supervision of a steward

**What is the best route for traffic to take in order to get to your event?**

As the number of visitors is expected to be relatively low and the majority expected to be local and have a knowledge of the area there will be no suggestions given, however a map showing the location of the event in relation to car parks and public transport routes will be published on the website and on the leaflet and posters.

**What is the best and safest route for traffic to exit your event?**

No specific route provided, see above.

**What have you done to liaise with and inform local residents and businesses about the impact to local roads?**

All of the local residents along Church Road have been contacted and informed as to when the event is, what has been planned, how issues such as parking will be managed and a number to contact if there are any questions or issues before, during or after the event.

**Can people enter your event without causing an obstruction on the road?**

There is no on site provision for parking cars and with the suspension of parking bays a limited disruption when contractor vehicles or rides arrive on site.

**Have you considered the impact that your event will have on public transport? Have you informed your local bus company?**

The event site is not on a bus route so will not impact on public transport in terms of delay. The bus company has been notified of the event and may add an extra bus to accommodate the potential increase on demand on that day.

**Please provide details of any parking suspensions that you are requesting:**

- On street parking suspensions?
- Off street parking suspension and car park closures?

Please include the following information: the location, number of spaces and the intended use for these spaces.

Public parking bays adjacent to the event site on Church Road.

**If you are providing off-road parking, please provide the following information: the location and number of spaces and how the area will be managed. Any parking areas must be stewarded at all times.**

Only six disabled parking bays are being made available adjacent to the main entrance accessed by Sea View road and by prior arrangement only.

The only off road parking will be for those displaying a blue badge. This area is close to a path that runs directly to the entrance. Access to this area will be managed by stewards and signed appropriately.

There are 3 large public car parks within a quarter mile radius of the event and lots of on street parking, which will accommodate those visitors arriving by car. It is envisaged that the majority of

visitors will be local and familiar with where to park and for others the local sign posting to car parks is very effective.

A section of the nearest car park will be reserved by agreement with the Local Authority and cordoned off with crowd control barrier to accommodate vehicles for traders, stall holders and entertainers. These vehicles will have been issued a permit in advance of the event. 2 stewards will be based at this car park to manage this system.

**If you are using a signage contractor, please provide details here.**

A copy of their public liability insurance and the signage plan produced by the contractor must be provided.

Stephens Signs

Contact Number: 07795 622387

**If you are providing signage yourself, please provide a signage schedule and traffic risk assessment.**

Please complete a traffic management risk assessment using the guidance set out in the event toolkit that accompanies this event management plan.

Not applicable as using signage contractor

## 4.2 Road Traffic Closure Notices

If your road closure request is approved under the Town Police Clause Act, your local authority will produce the road closure order. Speak to your local authority for more information.

If made under the provisions of the Road Traffic Regulation Act 1984 the road closure notices will be produced by KCC.

## 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)