

Event Management Plan

Event Name	
Event Date(s)	
Event Organiser	
Date EMP Completed	

**You should prepare your EMP in accordance with the
Hosting Events on Southend City Council Land Policy**

Referring to the guidance available please tell us the details of your event.

Complete each section and appendix fully.

Alternatively, tell us if a section or appendix is not applicable to your event.

Location

Duration, times & dates

Purpose

Type and size of audience

Organising Committee

Finance

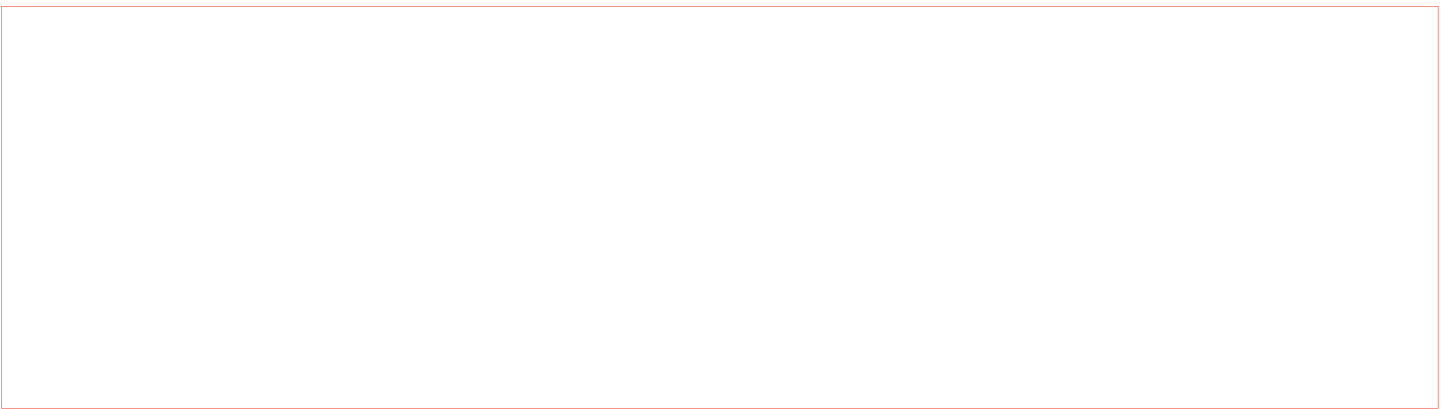
Insurances

Advertising / Marketing / PR

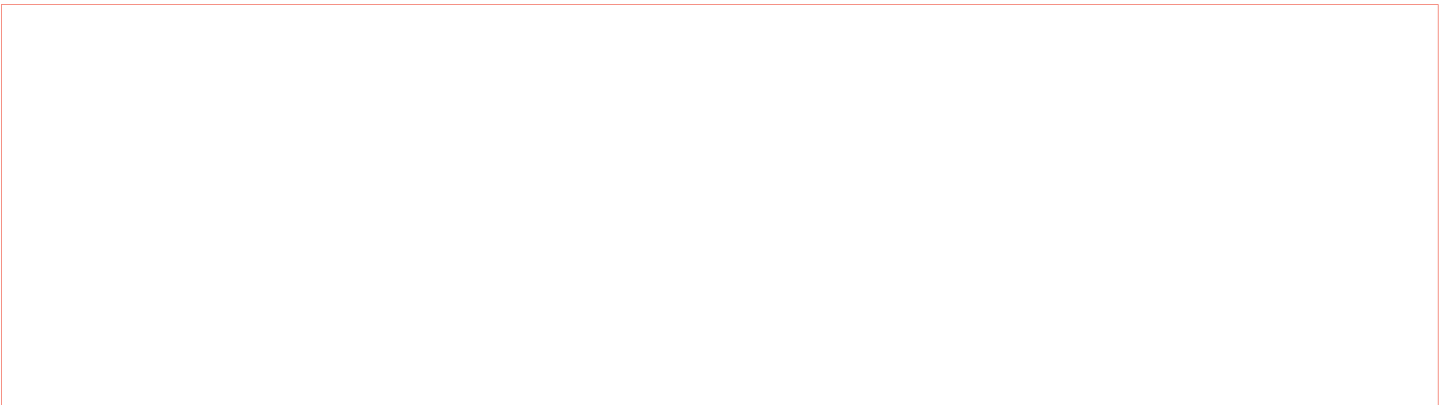
Emergency Services



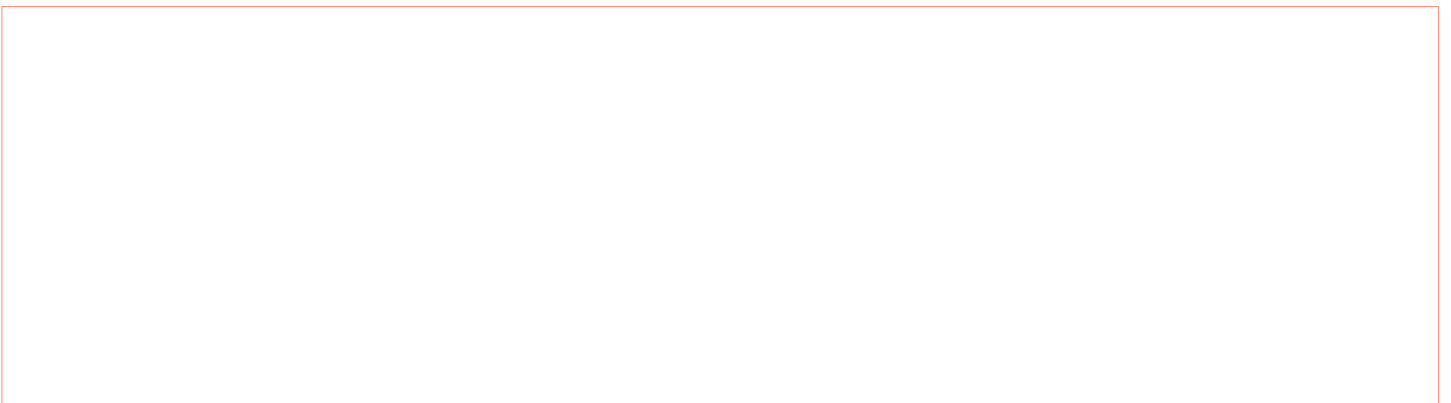
First Aid Provision



Fire Safety



Electrical / Gas Provision



Lost Children & Vulnerable Adults

Steward & Security Requirements

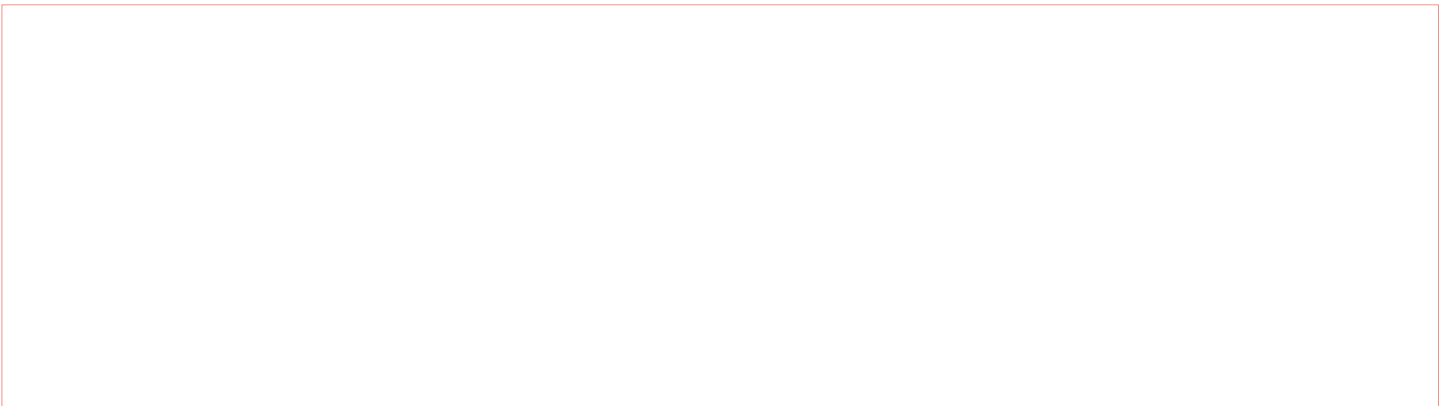
Food Safety

Wholesome (potable) water provisions

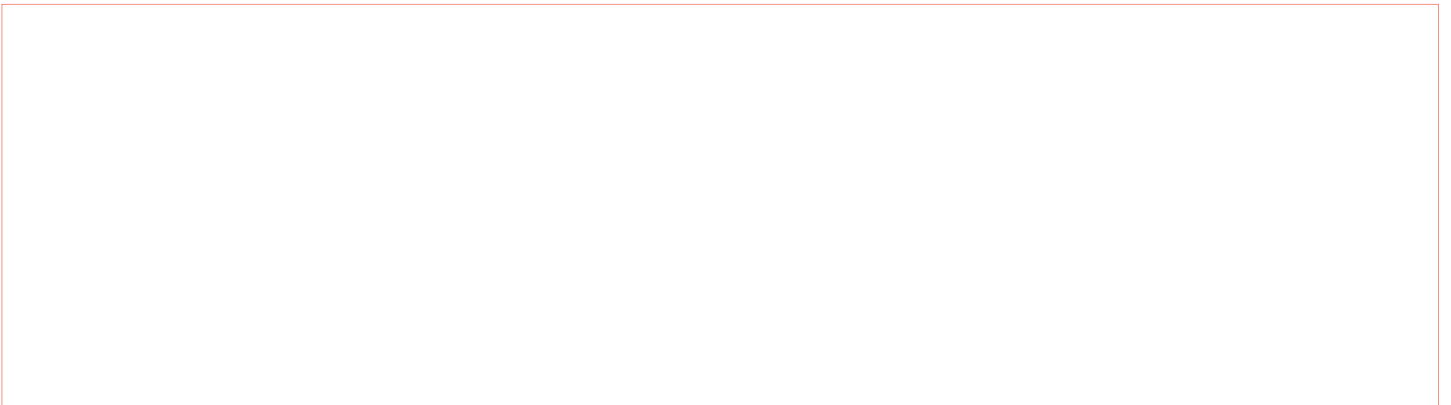
Alcohol & Regulated Entertainment



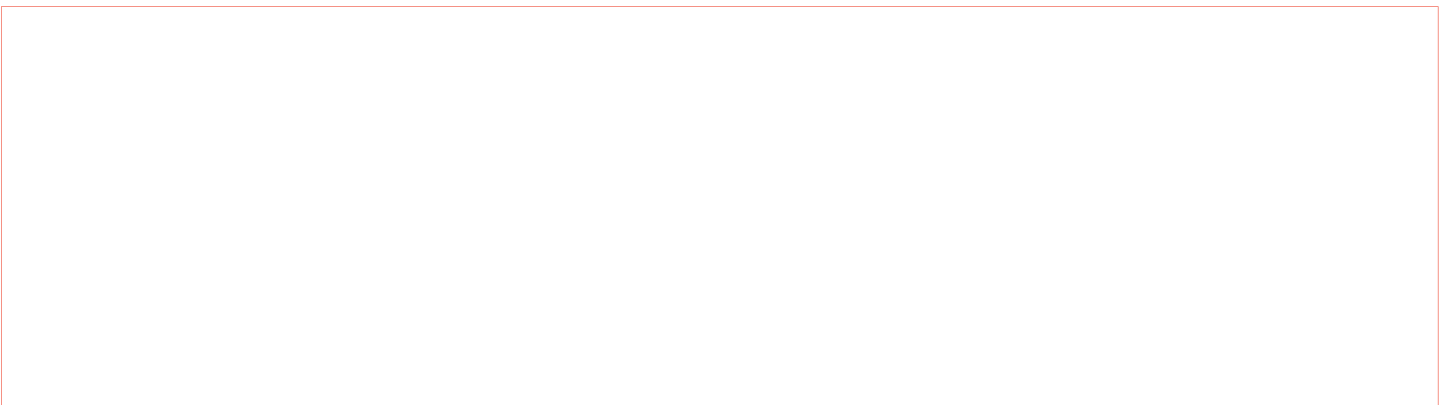
Raffles, Lotteries & Charity Collections




Performing Animals



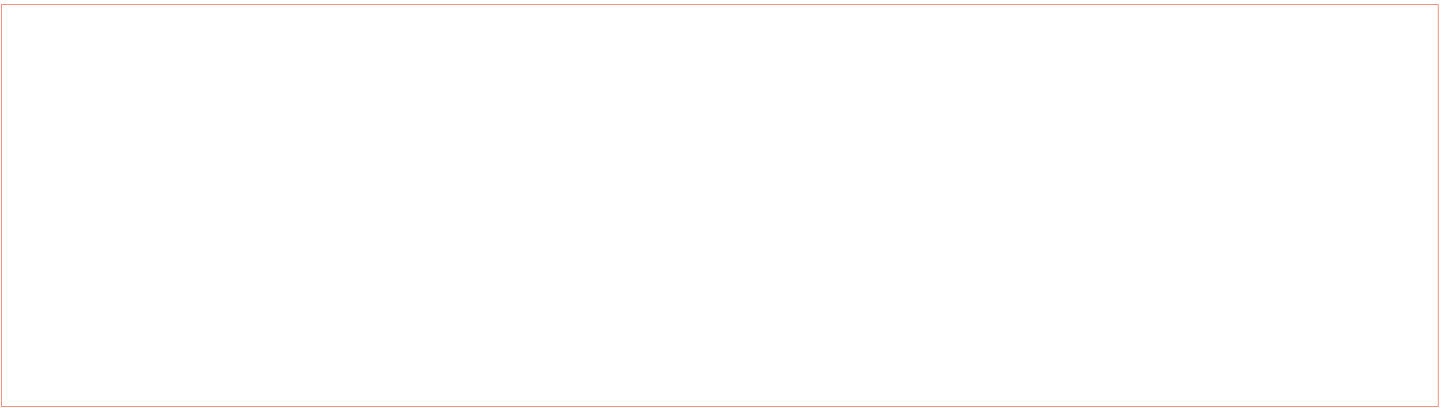
Trading Standards




Fairgrounds, Inflatables & Adventure



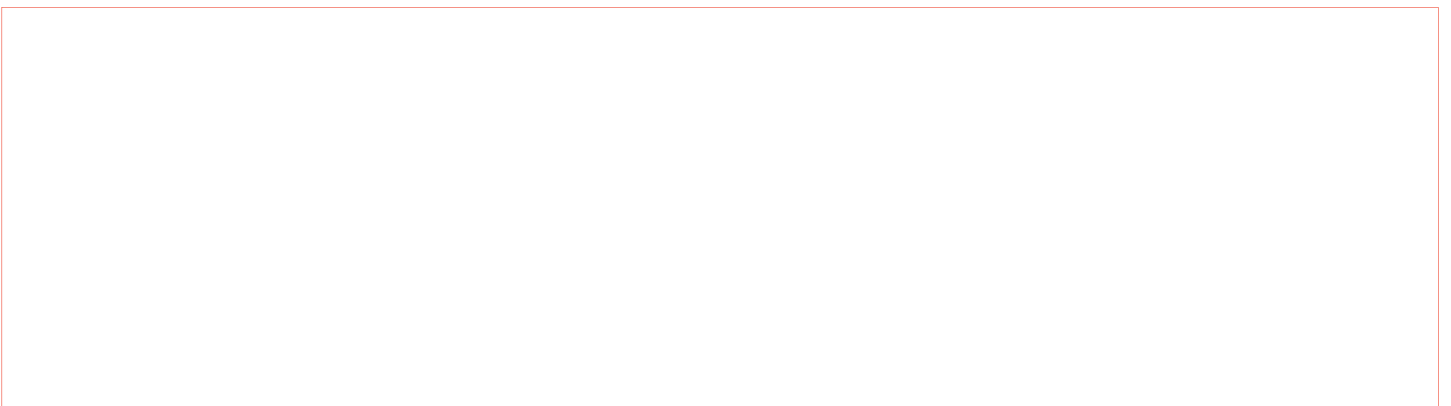
Temporary Demountable Structures



Fireworks & Light Displays



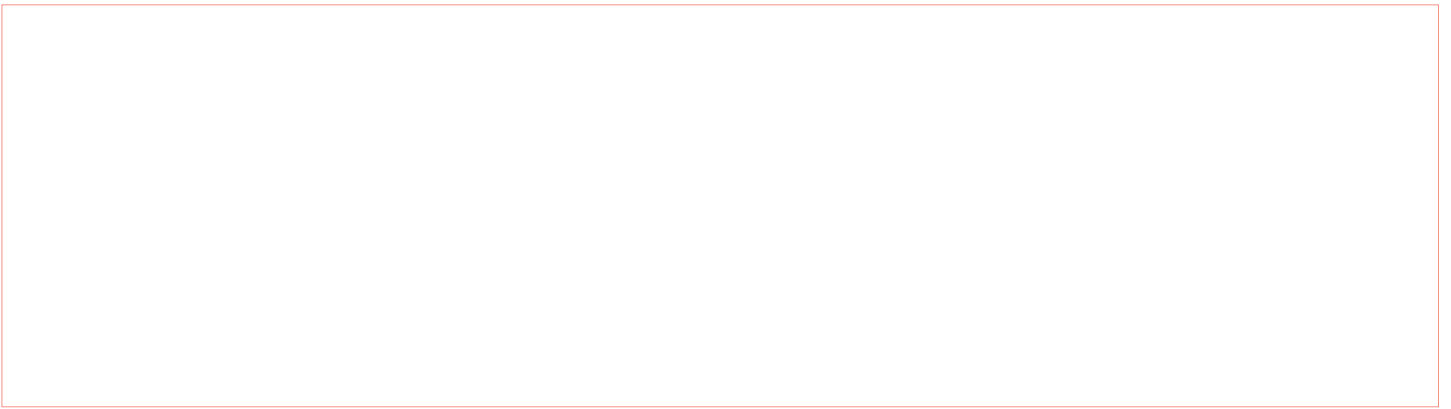
Noise Management



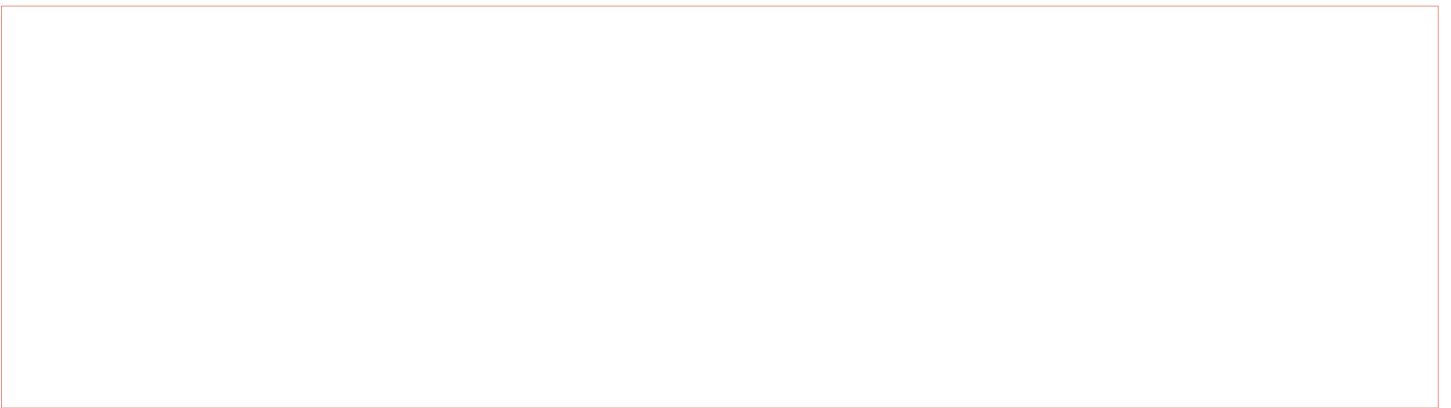
Waste Management



Sanitary Provisions



Cancellation



Appendix A

Emergency Contact Details

List the names and contact details of everyone who will be responsible for taking control in an emergency situation, what they are responsible for and who is in overall control.

You should also confirm how they will communicate with each other (i.e. by radio links, mobile telephone).

It is advisable that everyone named should be given a copy of this list and they should keep it with them throughout the event.

Emergency Contact Details - for duration of event	
Event Organiser Name:	Telephone/Radio Contact Number
Nominated Second:	Telephone/Radio Contact Number
Event Safety Officer:	Telephone/Radio Contact Number

The Event Organiser should not hold the dual role of safety officer. The Safety Officer should have the competence to meet the needs of your event.

First Aid - for duration of event	
Name of Provider(s):	Address of Providers:
Name of Key Contact:	Telephone/Radio Contact Number

First Aid personnel must NOT be responsible for any other duties during the event and must be suitably qualified to deliver first aid at a public event e.g. first aid at work is not suitable for outside events with the public.

Please note your provision must meet the needs and attendance figures for your event.

Security - for duration of event		
Name of Provider(s):	Address of Providers	
Nominated Second:	Telephone/Radio Contact Number	
Will Security cover be provided over night?	Yes	No

Appendix A

Emergency Contact Details

Other Names	Contact Details	Responsible for

Appendix B

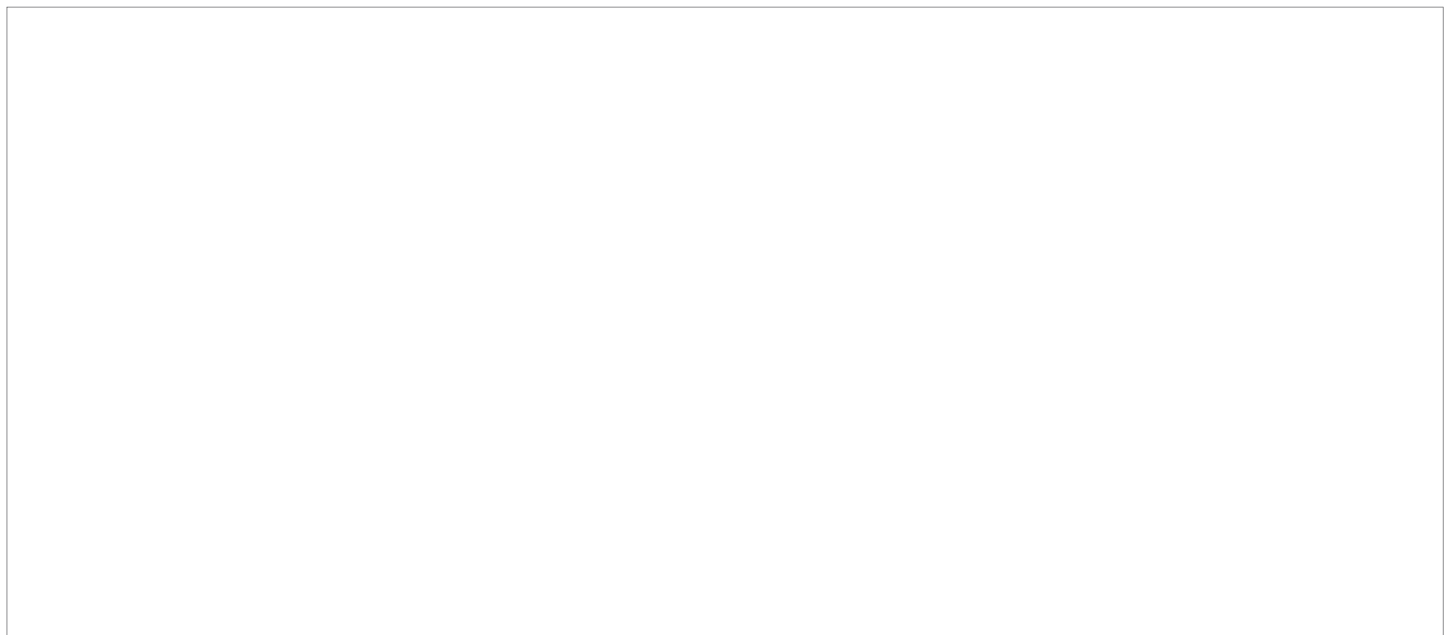
Site Plan

The site plan is an important part of your EMP. It is a visual explanation of your event and a quick reference guide.

As you start mapping your event it may also help you identify potential site hazards/risks giving you an opportunity to make adjustments before you settle on the final layout.

Your final plan should be an overview of the whole event site including the details of any processional route. It should be based on an up to date map and should show (but is not limited to):

- all surrounding roads (include road names)
- exactly where each activity will take place, how the site is to be 'zoned'
- where any temporary demountable structures are to be erected
- where any plant or specialist equipment is to be used
- where you need vehicles, trailers or specialist vehicle equipment to gain access to a pedestrian area(s) or shared space
- basic traffic management detail (full traffic management details should be shown separately)
- the location of any facilities (first aid, toilet and hand washing, refreshment points, etc.)
- the position of stewards & security
- the entrances and exit points along with the emergency meeting point
- the location of the event control point



Appendix C

Emergency Control Plan

The emergency control plan should explain exactly how you will manage any kind of unexpected situation.

It is strongly recommended that you consult Essex Police and the East of England Ambulance Service when preparing this plan.

Attach Plan:

Appendix D

Risk Assessments

Risk assessments are a vital part of planning your event. They will help you think about what hazards might cause harm and decide whether you are taking reasonable steps to prevent that harm.

A hazard is anything that may cause harm.

The risk is:

- the chance, high or low, that somebody could be harmed by the hazard
- and an indication of how serious the harm could be

You should undertake individual risk assessments for each activity at your event plus a risk assessment for the overall event.

Things to think about:

- Who is your competent person(s) responsible for undertaking Risk Assessments?
- Have you taken into account if your event is accessible to all, what are the risks to the visually impaired or those with limited mobility?
- Having identified a hazard ask yourself, can I get rid of the hazard altogether? If not, how can I control the risks so that harm is unlikely?
- Have you collected a copy of any licences or safety certificates the provider is required to hold?

A risk assessment is not about creating huge amounts of paperwork but identifying sensible measures to control the risks.

We strongly recommend you visit the Health and Safety Executive (HSE) website www.hse.gov.uk for full guidance and example risk assessments.

Attach Risk Assessment(s):

Appendix E

Fire Safety Risk Assessments

Fire safety law also applies to Open Air Events. You must make sure your event complies with the law.

Confirm in this section:

- Who is your competent person responsible for Fire Safety?
- Make sure you have carried out a fire risk assessment, you have a legal responsibility to do so
- If fireworks form part of the event, make sure all fireworks have passed the British Safety Standards and the provider is authorised to manufacture, keep, transport or supply certain classifications of explosive. Always use a provider who can demonstrate they are authorised and who can provide detailed instructions and guidance in the event of problems arising.

You are strongly recommended to consult the Essex Fire and Rescue Service for further advice and guidance.

And refer to the Fire Safety – Risk Assessment guides published by the Department for Communities and Local Government available online www.firesafetyguides.co.uk

Attach Risk Assessment(s):

Appendix F

Participants List

- list everyone involved in your event (list food suppliers separately on table 2)
- confirm what they do or what service they will provide
- make sure **you** have collected copies of any licences, consents, public liability insurance, etc that your participants are required to hold, as you may be asked by an authorised officer to produce them upon request before or during the event

Table 1: Name of Business/ Provider	What do they do or what service they will provide?
<i>Example: Tents R Us</i>	<i>Maquee provider</i>
<i>Example: The Happy Circus</i>	<i>Entertainer- Juggler</i>

If you are submitting additional Appendix pages, confirm how many (these must be submitted at the same time as your EMP)

Appendix F

Table 2 - Participants List

Name of Catering Business/ Provider	Confirm which Local Authority the Business is registered	Latest Food Hygiene Rating Score
<i>Example: Jo's Diner</i>	<i>A City Council</i>	4

If you are submitting additional Appendix pages, confirm how many (these must be submitted at the same time as your EMP)

Appendix G

Events Schedule

List what activity is happening and at what time.

Date	Start	Finish	Activity
22.22.22	00:00	00:00	

If you are submitting additional Appendix pages, confirm how many (these must be submitted at the same time as your EMP)

Appendix H

Traffic Management Plan & Directional Signage

In this section, tell us the effect your event will have on traffic in the vicinity.

- if the traffic flow or public parking facilities need to be altered to safely enable you to hold the event, enable members of the public to watch the event, or reduce the disruption to traffic likely to be caused by the event
- how you plan to address any impact on traffic
- the name and address of the competent person(s) who is responsible for traffic management or your chosen Traffic Management Company

You may be required to apply for a Temporary Traffic Regulation Order

Road Traffic Act 1984 – An order cannot continue for more than three days and can only be granted once in any calendar year for the same length of road affected by a previous order unless approved by the Secretary of State.

Attach Plan:

You (or your chosen traffic management company/competent person) should ensure the plan covers details such as:

- the proposed location(s) of the temporary restriction(s) (name of roads and length of road affected)
- how will residents/businesses affected by a road closure gain access to their premises
- any diversions routes proposed
- type and placement of road signage to be used (and who is to supply them)
- type and placement of bollards and or barriers to be used (and who is to supply them)
- qualifications of those placing signs or directing traffic
- access and exit points
- parking spaces required
- number of public parking spaces required
- details of how parking will be managed (stewards etc)
- details of any arrangements made with public transport operators
- emergency/contingency plans
- contact details of the person responsible for traffic management

The planning, managing and implementation of any plan approved by us will remain the responsibility of you or your chosen traffic management company.

Appendix I

Highways Management

- Will you need vehicles, trailers or specialist vehicle equipment to gain access to a pedestrian area(s) or shared space?
- If yes, confirm
 - where
 - what type of vehicle requires access (trailer, crane, car, 7.5t lorry, HGV etc.)
 - the registration of each vehicle and its gross weight
 - the duration the vehicle needs to remain on the pedestrian area(s) or shared space (for the whole event or just on set up & break down days)

Vehicle Type	Registration	Gross Weight	Duration

If you are submitting additional Appendix pages, confirm how many (these must be submitted at the same time as your EMP)

Appendix J

Crowd Management Plan

As an organiser, as far as reasonably practicable, you must ensure the safety of visiting crowds. Even if you intend to use stewards you will retain overall responsibility.

If you do intend to use stewards you should also check if they need to be licensed by the Security Industry Authority (SIA).

- You should include details of any stewards you hire on your participants list (appendix F).

When creating a plan it is important to carry out an assessment of the risks arising from crowd movement and behaviour. Further advice is available on [HSE.gov.uk](https://www.hse.gov.uk)

Attach Plan:

Appendix K

Sample Residents Letter

Dear Occupier

Name of Event

This letter is to give you prior notification that the above event is planned to be held:

On:

At:

To ensure the safety of those attending the event the following road closure is required:

Road Name(s):

Closed From: (date)

During: (times)

To: (date)

To make sure you can gain access to your premises a pass system has been introduced. This letter is your pass and should be shown to the traffic management operative manning the closure.

Your points of contact are:

	Name Contact Number / Email	Contact Number / Email
If you require additional road closure passes		
If you have any general queries about the event		
If there is a problem during the event:		

Yours sincerely

Name
Event Organiser

Appendix L

Food Hygiene Declaration

This declaration is required to be fully completed by all caterers who want to trade within the City of Southend:

- who are not participating in the Food Standard Agencies Food Hygiene Rating Scheme or;
- where the Food Hygiene Rating Scheme Certificate is not able to be produced or;
- are participating in the Food Standard Agencies Food Hygiene Rating Scheme but have only achieved a rating of 3

Before completing this form please read the advice notes overleaf.

1	Please confirm your Trading Name:	
1a	Please confirm the address of operator:	
2	Please confirm with which local authority you have registered your food business:	
3	Please confirm the name of the Event at which you intend to trade:	
3a	Please confirm the dates when you intend to trade at the above event:	From: To:
4	What is the date of your last full routine food hygiene inspection report?	
5	Do you have a documented food safety management system that will be available whenever you trade?	
6	Who is responsible for the proper operation of your food safety management system?	
7	Please list the names of people likely to work at your business during this event:	

Appendix L

8	Will you trade in foods requiring refrigeration?
8a	Please specify what refrigeration storage facilities will you use?
9	Please confirm what type of thermometers you have and use for foods requiring cooking and/or refrigeration:
10	Please confirm what hand washing facilities you will provide:
10a	Please confirm how you will provide an adequate supply of hot water:
11	Have you checked that the foods you will sell comply with the Food Information Regulations 2014?
12	Have you carried out a Health & Safety risk assessment?

Print Name:

Date:

Signature:

By signing this declaration you as the food operator confirm that you and those working at your business will ensure compliance with all food hygiene requirements while trading within the city of Southend on Sea.

***Electronic Signature Agreement. By putting a 'tick' in the box, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement.**

Appendix L

Notes for those wanting to trade at an Event in Southend on Sea

1. Your business name must be clearly displayed at your stall.
2. To trade at an Event in Southend you need to have registered your business with the Local Authority where your unit is normally kept overnight.
3. Please confirm at what event and on which days you intend to trade.
4. You are strongly advised to have at your stall a copy of the last inspection report from your registering Authority (or another Authority if a more recent full inspection was made).
5. To trade at an Event in Southend you will need to have an adequate documented food safety management system to comply with Regulation (EC) No. 853/2004, Article 5. You must have the written system at your unit and you must properly implement it. An exception to this is where food safety risks are very small indeed, such as the sale of fruit or unfilled bread only.
6. The person operating the documented food safety management system must be able to demonstrate if questioned that they have adequate knowledge in order to do so.
7. It is useful for food handlers to have Level 2 certificates but legal compliance will be judged on the level of food hygiene ability demonstrated by the food handlers if questioned.
8. Gas or plug-in refrigerators are normally necessary to maintain cold temperatures and this is expected. Insulated containers might in some circumstances be permitted. If you intend to rely upon insulated containers you must submit details of their capacity and their insulation efficiency. Units must maintain foods below 8°C.
9. If your foods need refrigeration you must have at least one thermometer with which to monitor storage temperatures. If you thaw and/or cook foods the need for probe thermometers etc. will depend upon your own documented Article 5 procedures. If you intend to keep foods hot you must be able to demonstrate that you monitor the food temperatures. Foods on display may take advantage of the relevant tolerance period. If this tolerance is used the method of control must be fully documented as part of Article 5 compliance.
10. The law requires suitable washing and drying facilities for hands. Food handlers must regularly wash their hands thoroughly with hot soapy water. Disposable paper towel is normally best for hand drying. Gloves/tongs etc. may be suitable for some tasks but there is still a need to wash hands. You may wish to use e.g. gels after thorough hand washing but that is not an alternative to using hot soapy water.
11. In Southend, Environmental Health staff enforce the Food Information Regulations 2014 (in most Boroughs these regulations are dealt with by County Council Trading Standards Officers).
12. You must act to eliminate or minimise all workplace risks to the safety of staff and others. If your organisation employs more than 5 people, the important points from your risk assessment must be available in writing for inspection.

Appendix M

Other Applications Associated with this Event

Please confirm what other application(s) you intend to submit to gain any licences, permits or consents required for your event:

Application	Required For