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| Event Management Plan |  |

As an Event Organiser you are responsible for:

* Informing the Public Protection Partnership of your event.
* Seeking permission of the relevant land owner.
* Submitting the relevant documentation to the PPP in a timely manner to ensure it can be reviewed by the Safety Advisory Group.
* Submitting road closure requests a minimum of 12 weeks before your event to either the Highways Authority in Bracknell Forest Council or West Berkshire Council as appropriate.
* Ensuring the overall safety at your event as far as reasonably practicable.
* Ensuring that health and safety arrangements are in place to control risks.
* Ensuring suitable noise control arrangements are in place.
* Ensuring the competence of staff at your event to undertake their roles safely.
* Checking all insurance documents, licences, risk assessments and methods of work for contractors, stall holders, caterers etc
* The Health, Safety and Welfare of all members of staff, contractors and members of the public attending your event.
* Informing the Performing Rights Society if you have live music at 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 PPP is not responsible for any lack of information not submitted with this application.

**Privacy Statement**

**Your personal information is required for administration** purposes. The PPP is committed to protecting your privacy and fulfilling its obligations under UK data protection laws. The PPP 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 Safety Advisory Group (ESAG) for review. The SAG consists of representatives from various departments at Bracknell Forest and West Berkshire Councils, Royal Berkshire Fire and Rescue Service, Thames Valley Police, South Central Ambulance Service and other emergency services. Your information will not be passed on to any other party without your prior consent.

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*Please type your answers into the white boxes*

**Event Organiser Details**

|  |  |
| --- | --- |
| **Event Organiser Name** |  |
| **Organisation** |  |
| **Contact Telephone Number** |  |
| **Email Address** |  |
| **Name of Event** |  |
| **Location of Event** |  |
| **Date of Event** |  |
| **Contact Telephone Number on day of the event**  **(if different to above)** |  |

**1. Event Overview**

**1.1 Event Overview**

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| **Please provide a description of your event** |
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| --- | --- |
| **Please provide the following information about your event** | |
| **Event start time** |  |
| **Event end time** |  |

**1.2 Event Itinerary**

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| --- | --- |
| **Please provide timings of your event including set up and break down timings** | |
| **Date / Time** | **Action** |
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**1.3 Programme of Events**

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| **Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)** | |
| **Time** | **Activity** |
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**1.4 Event Management**

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

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| **Please provide a brief description of the roles of event staff and their main responsibilities.**  **There may be other roles that are not listed here that are applicable to your event.** | | |
| **Role** | **Contact Details** | **Responsibilities** |
| Event Organiser |  |  |
| Event Manager |  |  |
| Site Manager |  |  |
| Traffic Management Company/ Traffic Manager |  |  |
| Health & Safety Officer |  |  |
| Arena/stage Manager |  |  |
| Steward Coordinator |  |  |
| Press and PR coordinator |  |  |
| Other |  |  |

**1.5 Crowd Management**

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| **Please provide details on how you will manage the crowd at your event** |
| **Is your event ticketed? If yes, what arrangements are in place for this?** |
|  |
| **How will you manage capacity at your event?** |
|  |
| **How will you manage the access and egress of the crowd?** |
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**1.6 Advertising**

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| **Please provide details of how you will advertise your event** |
| **How and where do you plan to advertise your event?** |
|  |
| **Will the media be in attendance and if so how will you handle them?** |
|  |
| **May we use the details supplied here for publicity purposes or to give to interested parties?** |
| 1. □ Yes □ No      1. If yes, which name and contact details can we release? |

**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** | |
| **Company** | **What are they providing/doing?** |
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**2.2 Traders**

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| **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** | |
| **Name of Organisation** | **Concession Type** |
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| **Sale of Alcohol**  If you are selling alcohol at your event, please contact the licensing department as you will require a temporary events notice.  Please explain below how you will manage the sale of alcohol. |
|  |
| **Catering Requirements (Food, drink, water)**  For each catering supplier/food stall that you have attending your event, please provide the following information:   * Name of Business * Address of Business * Contact telephone number * Name of local authority that they are registered with * National food hygiene rating (if available) |
|  |

**2.3 Fencing and/or barriers**

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| **Please tell us if you plan to use any fencing and or barriers at your event including the type and their location**  **Please ensure that you check any safety documentation of contractors that you hire.** |
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**2.4 Electricity, Water, Gas Supply and Generators**

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| **Please tell us if you plan to use electricity, water, gas supply or other flammable liquids 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.**  **Please ensure that you check any safety documentation of contractors that you hire.** |
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**2.5 Temporary Structures**

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| **Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, staging**  **Please ensure that you check any safety documentation of contractors that you hire.** |
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**2.6 Fire Safety**

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| **Please ensure that you have considered aspects related to fire safety at your event and provide detail here. Please ensure that you check any safety documentation of contractors that you hire.** |
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**2.7 Temporary Events Notice**

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| **IMPORTANT NOTE:**  **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 that 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.**  **More information about how you can apply for a TEN can be found at:** [**https://publicprotectionpartnership.org.uk/licensing/alcohol-and-entertainment/temporary-event-notice/**](https://publicprotectionpartnership.org.uk/licensing/alcohol-and-entertainment/temporary-event-notice/) |

**2.8 Musical Entertainment**

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| **Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you manage noise disturbance and potential complaints.**  **Important notes:**   * **If you have live music you may require a Temporary Events Notice.** * **It is your responsibility to inform the Performing Rights Society (**[**www.prsformusic.com**](http://www.prsformusic.com)**) if you are having live music at your event.** * **Please ensure that you check any safety documentation of contractors that you hire.** |
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**2.9 Attractions**

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| **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)**  **Please ensure that you check any safety documentation of contractors that you hire.** | |
| **Name, address and telephone number of organisation** | **Attraction and ADIPS number if applicable** |
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**2.10 Medical and First Aid Cover**

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| **Please provide details of the medical provider and resources that you have arranged to be at your event including their location (i.e. number of first aiders, doctors, ambulances etc.)** |
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**2.11 Public Health and Welfare**

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| **Please provide details of the arrangements you have made for the following:** |
| **Toilet Facilities**  **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. .** |
|  |
| **Waste Disposal**  **Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor.** |
|  |
| **Noise Management**  **Please provide details of the arrangements made for minimising noise disruption at your event, particularly if you are having live, amplified music.**  **More information about Noise Management Plans can be found at** [**https://publicprotectionpartnership.org.uk/media/1661/guidance-on-noise-management-plans-ppp.pdf**](https://publicprotectionpartnership.org.uk/media/1661/guidance-on-noise-management-plans-ppp.pdf) |
|  |
| **Who is the appointed person for noise control? Please provide contact details** |
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**2.12 Accessibility**

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| **Please tell us how you have made your event accessible and provide details here. e.g. Accessible toilets provided, Accessible parking, Ramped access** |
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**2.13 Steward and Marshal Management**

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| **Please provide details of the arrangements you have made for stewards at your event** |
| **What are the roles and responsibilities of your stewards?** |
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| **Where will they be positioned and why?** |
|  |
| **Who are your stewards? How will they be identified?**  **We do not require names, just where you have recruited them from.** |
|  |
| **Will you be using Security Industry Authority (SIA) qualified security staff? If so, what will their role be?** |
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| **How will your stewards be trained?** |
|  |
| **When will your stewards be briefed?**  **Please provide a copy of the information that will be given to Stewards (briefing document)** |
|  |
| **How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?** |
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# 3. Emergency Planning & Incident Management

**Note:** **This section does not provide an exhaustive list and the specific nature of your event will determine other considerations needed.**

**\*\*\*See Emergency Planning Guidance for more detail and information where required.**

## 3.1 Emergency Arrangements (Activation & Response)

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| **It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the ‘what if’s’ at your event. Please provide details of your emergency plan for the event.** |
|  |
| **Who is responsible for managing and dealing with Emergencies/major incidents?** |
| **Name:**  **Role:**  **Responsibilities:** |
| **Do you have an Event Control (or similar) and what procedures are in place?** |
| **Procedures:**  **Where is your event control (or similar) situated?** |
| **What are your Command and Control procedures?** |
|  |
| **What are your cancellation and show-stop procedures?** |
|  |
| **If required, how would you evacuate your event? What steps would you take?** |
| **Consider both full and partial evacuation. (\*Include site maps to display RVP and evacuation routes)** |
| **How will you communicate the evacuation instruction to your audience?** |
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| **Who will be responsible for crowd control during an incident?** |
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## 3.2 Communications

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| **Please provide details about any pre-event information that you will publish or send out.** |
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| **Communication with staff/stewards**   * What methods will you use to communicate? *Include at least one contingency if the main method fails.* * Do you have code words in place in case of emergency?   **It is advisable to have emergency messages scripted before the event for use on the day** |
|  |
| **Communication with the Public**   * What methods will you use to communicate with the public **prior** to the event? * What methods will you use to communicate with the public **during** the event during an incident or emergency? *Include at least one contingency if the main method fails.* |
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| **Communication with the Media** |
| Who will be responsible to communicate with media? |

## 3.3 Additional Emergency Planning Considerations

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| **What are your Adverse Weather Plans?** |
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| **Welfare of Children & Vulnerable Persons**  **Please provide details of how you would deal with a lost or found child or vulnerable person at your event.**  What is your procedure?  Who is the designated person responsible and are those in contact DBS checked?  Where is the rendezvous point?  How will announcements be made? |
|  |
| **What are your procedures responding to suspicious packages/terrorism threat?** |
|  |

## 3.4 Reporting to Emergency Services

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| **Who will report an incident to the emergency services?** |
|  |
| **What systems do you have in place to contact the local emergency services?** |
|  |
| **Who will liaise with the emergency services when they get to the site?** |
|  |
| **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?** |
|  |
| **IMPORTANT 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.** |

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| **This is not an exhaustive list and the specific nature of your event will suggest others. Where appropriate what are your contingency plans for situations, such as:**  **A fire, power failure, collapse of a temporary structure, road traffic collision, hostile vehicle incursion, medical emergency, fatality, key location becomes unavailable, cancellation prior to or during?**  **\*See guidance document** |
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| **IMPORTANT NOTE:**  **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.** |

## 3.5 Incident Reporting and Investigation

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

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| **Please provide details of the system you have in place for reporting and recording accidents and incidents at your event** |
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| **Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)** |
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**4. Traffic Management**

**4.1 Traffic Management**

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| **Please answer the following questions in detail regarding traffic management at your event** | |
| **Is your event taking place on or off the Highway?** | |
| □ On the Highway □ Off the Highway | |
| **Traffic Management Plan attached? (I there is a TMP attached you do not necessarily need to include all the additional information requested below)** | |
| □ TMP Attached □ No TMP Attached | |
| **What is the best route for traffic to take in order to get to your event? How will this be communicated?** | |
|  | |
| **What is the best and safest route for traffic to exit your event? How will this be communicated?** | |
|  | |
| **In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Please include information about how they will cross open roads safely.** | |
|  | |
| **What have you done to liaise with and inform local residents and businesses about the impact to local roads?** | |
|  | |
| **Can people enter your event without causing an obstruction on the road?** | |
|  | |
| **How have you considered the impact that your event will have on public transport? Have you informed your local bus/rail/taxi company?** | |
|  | |
| **Are you requesting any parking suspensions as part of your event?** | |
| Location (street name/car park) |  |
| Number of spaces |  |
| Intended use for the parking spaces |  |
| Start time of suspension |  |
| End time of suspension |  |
| **If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.** | |
|  | |
| **If you are providing off-road parking, please complete the information below:** | |
| Location |  |
| Number of spaces |  |
| How will the area be managed? |  |
| **If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.** | |
|  | |

**4.2 Road Closures**

If your road closure request is granted under the Town Police Clause Act, the relevant Highway Authority (either West Berkshire or Bracknell Council) Council will produce the road closure order once it has been approved by the Highways Authority. This may involve a charge. You will need to liaise with the Highways Authority as what documentation is required.

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| Please answer the following questions in detail regarding any road closures at your event |
| **Are you applying for a road closure as part of your event?** |
| □ Yes □ No |
| **Please list ALL roads that you wish to close for your event below:** |
|  |
| **What is the duration of the closure? Please be realistic with timings.** |
|  |
| **Is it necessary to have a diversion route? If yes, please provide details of the route here.** |
|  |
| **Who is providing your signage for the road closure?**  **If you are using a signage contractor, please provide their details here.**  Please ensure you check their public liability insurance. A copy of the signage schedule produced by the contractor must be provided to the Highways Authority.  **If you are providing signage yourself, please provide a signage schedule and a Health and Safety risk assessment for working on the highway.** |
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**5. Event Safety Measures (Covid-19)**

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| **Please provide full details of what control measures will be in place to ensure the safety of members of the public and staff/volunteers at your event in line with current Government guidelines on Covid-19** |
|  |

**Appendices**

**i. Site Map**

Please provide a site map of your event site, displaying: locations of event control, lost & found children/vulnerable persons central location, emergency exits/evacuation routes, rendezvous points etc.

**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)

**iiii. Road Closure Documents (if applicable)**

* A copy of valid Public Liability Insurance
* Health and Safety Risk Assessments including reference to risks on the Highway
* Signage Schedule (Map and indication of where signs will go)
* Plan of diversion route (if applicable)