EVENT MANAGEMENT PLAN (EMP) TEMPLATE

**The Event Organiser has a legal responsibility to ensure that their event is run safely.**

**How to use this template**

An Event Management Plan (or EMP) is required by the Local Authority when an event is to be held on Council-owned land or premises, by an external / private event organiser. This template is provided as *guidance* to help you plan your event and complete it – or a version of it - as a fully comprehensive event management plan (EMP). It is *not* an exhaustive list of everything you will need to consider.

Your EMP is an essential document to aid in the planning of your event, and to ensure it is implemented safely. It is a working document, and – following the completion of a first draft - should be updated, reviewed and amended as your planning progresses.

Other EMP templates are available online and can be used if preferred.

**This template is provided for guidance only and the list of headings is not exhaustive.**

Please add as much detail under each section as you have available; the size of the text boxes is ***not*** indicative of how much information should be included; they are expandable.

|  |  |  |  |
| --- | --- | --- | --- |
| **Hirer Information** | | | |
| **Submission date and version number** |  | | |
| **Organisation/Event Organiser name** |  | | |
| **Name** (of individual) |  | | |
| **Address** (business address where applicable) |  | | |
| **Contact details** | **Telephone:** | | |
| **Email:** | | |
| **Event Information** | | | |
| **Event name** |  | | |
| **Event location**  (Full postal address) |  | | |
| **Show date(s)**  (The date/s during which your event is in operation/open to attendees) |  | **Show times** (Start & finish) |  |
| **Hire date(s)**  (The date/s of hire required, to include the build and breakdown of your event) |  | **Hire times**  (From, to - entire hire period) |  |
| **Overview of the event**  (i.e., type of event, what kind of activities/performers/vendors) |  | | |
| **Target audience** |  | | |
| **Expected number of attendees** | **At anticipated peak time:** | | |
| **Throughout the course of entire event:** | | |
| **Maximum capacity permitted on site?** |  | | |
| **How will numbers be monitored or ticketed?** |  | | |
| **Will there be admission of young children?** |  | | |
| **Will re-entry be allowed?**  If yes, how will this be managed? |  | | |
| **List any special requirements needed for the event** |  | | |
| **Event Safety Management Plan**  If a listed section/heading is not applicable, write ‘n/a’ | | | |
| **Pre-event planning** (e.g., risk assessments, traffic management plan, training, pre-event meetings) |  | | |
| **Traffic routes and road closures** |  | | |
| **Parking of vehicles** |  | | |
| **Pedestrian routes** (consider vehicle movement) |  | | |
| **Location and availability of services/facilities** |  | | |
| **Emergency services access/egress routes** |  | | |
| **Emergency procedures** (i.e., fire, explosion**,** terrorism) |  | | |
| **Specify the emergency evacuation point location and emergency exits** (if applicable) |  | | |
| **Medical provisions**  You must complete the two forms - [via this link](https://www.swast.nhs.uk/p/notify-us-of-your-event) - from the SW Ambulance Service to assess the level of medical cover you intend to provide, and to notify the Ambulance Service of your event    <https://www.swast.nhs.uk/p/notify-us-of-your-event> |  | | |
| **Lost Children, Vulnerable Persons & Safeguarding procedures** |  | | |
| **Marshals/stewarding** (including training and competency, SIA, DBS) |  | | |
| **Communication procedures** (e.g., use of two-way radios) |  | | |
| **Food, drink, hygiene, and welfare arrangements** (including toilets, hand washing and water supply) |  | | |
| **Will alcohol be served or sold at the event?** |  | | |
| **Public announcements and instructions/communications** (e.g., PA systems, use of social media) |  | | |
| **CCTV and monitoring** |  | | |
| **Will records be kept of any incidents which occur throughout the event?**  If yes, what type of records? |  | | |
| **Training/briefs/meetings before, during and after the event** |  | | |
| **Crowd control, disorder, and anti-social behaviour** |  | | |
| **Electricity safety** (including power supply, lighting, and portable generators) |  | | |
| **Gas safety** |  | | |
| **Working at height** (ladders, platforms, scaffolding) |  | | |
| **Manual handling** |  | | |
| **Lifting equipment** |  | | |
| **Equipment checks & failures** |  | | |
| **Temporary demountable structures – including marquees and gazebos** |  | | |
| **Portable staging and/or rigging** |  | | |
| **Details of fencing and barriers - construction and usage** |  | | |
| **Lone working** |  | | |
| **Cash handling** |  | | |
| **Weather** (excessive heat or cold, storms, wind, flooding) |  | | |
| **Environmental** (i.e., litter, waste, light, sound, water sources) |  | | |
| **Position and proximity of noise-sensitive buildings** (i.e., residential areas) |  | | |
| **Animals on site** |  | | |
| **Resorts** (beaches, esplanades, jetty, open water – tides, currents) |  | | |
| **Other open water sources** (ponds, lakes, rivers, streams) |  | | |
| **Delayed start or cancellation of the event** |  | | |
| **Risk Assessments (RA)** |  | | |
| **Site plans** |  | | |
| **Insurance Cover** |  | | |
| **Additional Information (continue on a separate sheet of paper if necessary):** | | | |

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Further information is available from “HSG195 The Event Safety Guide” (commonly known as The Purple Guide), published by the Health and Safety Executive: [The Purple Guide](https://www.thepurpleguide.co.uk/index.php)

**Alongside your Event Management Plan, you are also required to submit:**

* Public Liability Insurance documentation (PLI)
* Event site plan and Traffic Management Plan (as applicable)
* Event risk assessment (RA)
* Any other safety documents relevant to the event, e.g., gas safety certificates, fairground ride inspection certificates, food hygiene certificates etc.

**EMP completed by (print name), as or on behalf of the Event Organiser:**

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**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dated**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The acceptance of these documents by Somerset Council in no way confirms that this authority acknowledges your compliance with health and safety legislation.**

The latest plan(s) submitted will be held on file and may be referred to in the case of incident or complaint.

The purpose of the event plan is to aid you with your control of the health and safety of employees, attendees and volunteers at the event. The plan should not be viewed as a document in isolation but should form part of your overall event health and safety management strategy.

Somerset Council aims to comply with the General Data Protection Regulation (GDPR) at all times. To see how we handle personal information or request information under the FOIA or EIR, visit [Information requests (somerset.gov.uk)](https://www.somerset.gov.uk/finance-performance-and-legal/information-requests/)