

Event Safety Management Plan

******* Event Name *******

******* Date *******

******* Time *******

******* Full event address / location *******
Including postal code

Issued by *****
Written by *****
Tel: *****

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Version: *****

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General Data Protection Regulation GDPR

GDPR regulates how personal data or information relating to all living individuals is handled. It is based around six legally enforceable principles that together provide a framework to ensure that all personal information is handled properly. All data controllers must abide by the data protection principles. Personal Data must be:

- Processed lawfully, fairly and in a transparent manner in relation to the data subject
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- Accurate and, where necessary, kept up to date
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
- Processed in a manner that ensures appropriate security of the personal data.

GDPR increases the level of financial penalty for a breach of any of these principles from a maximum of £500,000 under the DPA to €20 million. Both Data Controllers, and anyone using this data on their behalf, Data Processors, will now face these penalties

0.1 Data Controller

As an organiser of an event you may collect personal details such as names, email address and telephone number from individuals and organisations involved in various aspects of your event and will then share these (via your event plan) with statutory bodies who are part of the Safety Advisory Group for events . This makes you a Data Controller and therefore you have certain responsibilities relating to this information. Data Controllers must identify all of the personal data that they process and determine:

- **Who the Data Controller is**
The event organiser
- **What the legal basis is for processing this data**
In the context of organising an event it would be in your legitimate interest of running a safe event to share the event management plan information
- **How long the information will be kept.**
Normally this would be for an agreed period after the completion of the event e.g. a minimum 6 years in accordance with Statute of Limitations unless required longer for any ongoing investigations or legal actions.
- **Who the information will be shared with**
The multi agency Safety Advisory Group and your event planning team
- **Which of the 8 individual rights of the data subject apply**
 - Right of access to see what information is held
 - Right to rectification
 - Right to erasure
 - Right to restrict processing
 - Right to data portability *Does not apply when legitimate interest is used*
 - Right to object to processing
 - Right not to be subject to a decision based on automated processing

This information must be provided by the data controller in the form of a privacy notice (statement) to the person whose details you are collecting (Data Subject.)

0.2 Data Processor

Organisations of the safety advisory group will receive information from the data controller (via the event plan) who will determine the purpose the data can be used for. This will include.

- limitations on use of the information
- restrictions on sharing the information
- responsibilities when there is loss or theft of this information

0.3 Data Processing Notice

Data Controller (The Event Organiser)

Data Processors (Organisations of the safety advisory group)

This event management plan, which will contain personal identifiable information, is provided by the data controller to members of the safety advisory group so they can give safety advice to the event organisers and respond effectively if an emergency happens at the event.

This information will not be shared outside of the organisations represented at the Safety Advisory Group and each Data Processor will store and manage the documents in line with data protection.

If any Data Processor becomes aware of a potential breach of this requirement they will ensure that the Controller is notified with immediate effect.

Further information

Detailed information about the General Data Protection Regulation is available from the Information Commissioners Office, ICO, website at <https://ico.org.uk/>

Section 1 Overview of event

An overview of what the event will involve, where and when it will be and what its objectives are – How many people are you expecting, what is the audience make up. Are the event numbers controlled eg by ticket only etc.

If someone had never been to the event would they get an idea of what it was about by reading the short overview.

If this is a repeat event, include details of whether or not there have been incidents or problems with the event in the past.

Section 2 Planning and management

2.1 Event management structure

Which organisation or group of individuals are planning the event, who will be responsible for ensuring this plan is implemented and whose public liability insurance (PLI) will cover the event. Try to be clear if all of the planning team are on site on event day, or some are just involved in pre event planning.

2.2 Roles and responsibilities

Named people responsible for event planning and management with a clear description of their role. You must have an Event Manager with overall responsibility. Include your medical lead contact details. Consider inserting a hierarchical diagram to show whom/which role reports to whom. Dual roles are not recommended

2.3 Event control centre

Details of where event management will operate from during the actual event. Plans and copies of emergency procedures, risk assessments etc. should be kept at this location. The event control should not double up as your First Aid point or lost/found children/vulnerable person point.

Section 3 Venue and site design

3.1 Site plan

Map of the site (possibly attached as an appendix) showing the location of structures, facilities and access and egress points – also RVP identified for emergency services should they be called (take advice from blue light services regarding this).

3.2 Access and egress

Number and width of access and egress points and whether these are suitable for pedestrian or vehicle use and designated emergency services route in/out.

3.3 Licences

Details of the appropriate licences needed for the event. This could include a temporary event notice (TEN), street trading licences etc. For details of what licences may be needed, contact the Licencing Service at your local council/check council website.

3.4 Site safety rules

Details of any rules to be followed by event staff or the public e.g. no alcohol / no moving vehicles on site after a specified time / stewards in high visibility clothing etc.

3.5 Audience profile and capacity

Details of the expected number and profile of the audience e.g. young people, family groups or elderly people and split of male/females. Is the audience transient or permanent whilst the event is taking place? What are the peak anticipated numbers of attendees and over what timeframe.

A 'competent person' must calculate the holding capacity and evacuation capacity if it is not already known from the venue. Indoor venues will usually have a capacity calculated for fire regulations but outdoor venues must also have one. It may be possible for a contracted security company to assist with this.

A procedure will need to be in place for monitoring the number of people on site to ensure capacity is not exceeded. This may not mean counting everyone in and out but a procedure for monitoring the crowd and closing down access should it become overcrowded needs to be in place.

3.6 Duration

The start and end times of the event. This should also show the setup and breakdown times. Consider inserting a simple table to show this information easily.

3.7 Sanitary facilities

Details of toilet, disabled toilet and baby change provision. The HSE Event Safety Guide / Purple Guide contains information on how to calculate the number of toilets required based on the expected number of people attending an event.

3.8 Waste management

Details of how the site will be cleared of rubbish following the event.

3.9 Electrical installations and lighting

What electrical equipment will be used? Has it been PAT tested? Is an electrician on site to check all electrical installations? What power supply is available?

3.10 Barriers

Details of type and location of barriers on the event site. Proof of PLI and a risk assessment should be provided by the contractor providing the barriers to you the organiser.

3.11 Facilities for people with disabilities

Is the site wheelchair accessible and are special provisions being made (including toilet facilities)?

3.12 Structures

Detail any temporary structures being used (e.g. stage, marquee) and proof of providers PLI and risk assessment (again seen by you). Council Building Control Department may be able to provide advice on what information you should expect from third party contractors.

<http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>

Section 4 Food and drink

4.1 Food

Details of food vendors on site. Food vendors will need to provide evidence of (PLI), hygiene certificates and risk assessments. The Council's Environmental Health and Licencing Services will be able to provide up to date information about what is required and what restrictions are in place.

Gas safety in catering outlets <http://www.hse.gov.uk/pubns/cais23.pdf>

4.2 Water

Particularly in hot weather, you should make provision for enough water to be available for the public to buy and enough free water for event staff and front of stage (if applicable).

4.3 Alcohol

If alcohol is to be allowed on site a licence may be required. If alcohol is banned, or there is a Public Space Protection Order on the land, a procedure may need to be in place to search people entering the venue or officers with the power to confiscate alcohol may be needed. If drinking is to be allowed this will have implications for stewarding and policing. An enclosed bar area may help to contain drinking. Consider a 'challenge 21/challenge 25' system in place at all bars.

For any event considering licensable activities such as the supply of alcohol please contact the Licensing Department at your local council for further advice.

Section 5 Special effects, fireworks and pyrotechnics

Details of any fireworks displays etc. if you are having them (start time and duration). Any contactors will need to provide evidence of their own Public Liability insurance and a risk assessment to you.

Section 6 Amusements, attractions and promotional displays

Details of any fairground rides, Inflatable play equipment, games and activities if you are having them. Any contactors will need to provide evidence of Public Liability licence and a risk assessment.

<http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>

Section 7 Communication

7.1 Event staff communication

Communication will usually be by radio, mobile phone or both. A briefing should be held prior to the event for all event staff to inform them of emergency procedures and methods of communication. Consider a contact list as below for inclusion in this document (or as an appendix to it) and ***delete radio callsign column if not using radios.***

Position	Name	Phone	Radio Callsign
Event Manager	Fred Smith	07123 456789	Alpha 1/Name
Deputy event manager			

7.2 Radio procedure

If radios are to be used, a list of call signs and instructions for use should be provided to all event staff. Consider stickers onto radio handsets with incident codes or small laminated cards that could be handed to staff or worn on lanyards.

7.3 Incident codes

Each emergency procedure should be linked to an incident code as messages given over the radio can be overheard by members of the public. Consider utilising the codes below or use your own simple wording system. Ensure all radio users are familiar with the list used:

Incident	Code
Emergency Evacuation	Red
Fire	Pink
Suspicious Package/Object	Yellow
Medical Emergency	Blue
Antisocial Behaviour	Orange
Overcrowding	Purple
Lost Child/VA	Green
Found Child/VA	White

7.4 Communication with the public

Pre event: What communication will you do with local residents/businesses that may be affected by your event taking place (consider leafleting locally etc.)

On Site: How will you inform the public about the location of facilities? This may include signage/site plan etc.

In the event of an emergency how will you let people know? This may include PA system, loud hailer backup

Cancellation

Pre event: In the event of cancellation pre event how will you notify the public?

On the day: In the event of an emergency cancellation how will you let people know?

Section 8 Crowd management

8.1 Security and stewarding

Details of the security provided at the event including who is managing the security, the number of staff, badge level and their role at the event. If volunteers are used for stewarding, you should explain how they will be trained and what experience they have. A full stewards briefing should be written down and attached as an appendix to this event plan. Consider getting stewards to sign a sheet after they have been read the briefing to say they have understood it. Any security/stewarding contactors will need to provide evidence of their PLI, a security plan (if security used) and a risk assessment to you.

8.2 Policing

The Police may need to provide support at your event. This will usually cost money and should be agreed as part of the Safety Advisory Group or directly with the Police through a SPS (Special Police Services) request.

Nottinghamshire Police should be notified of your event using the **Event Notification Document** (this may have already been completed by the Police Events Team if you have met with them).

8.3 Lost/found children and vulnerable adults (VA)

A robust procedure should be in place to handle lost/found children and vulnerable adults. Make sure you differentiate between a 'lost' child/VA, where you have parent/guardian reporting to you and a 'found' child/VA where you need to locate parent/guardian. Found children/VA should always be supervised, ideally by DBS checked staff (Disclosure & Barring Service / formally known as CRB). Those charged with looking after found children/VA should not have another role (e.g. a found child put in the care of first aiders).

Lost Child/VA – Consider a site 'lock-down' if a child is reported as missing and the amount of time (10-30 minutes depending on area) for you to search the site before calling the Police.

Found Child/VA – Ensure you only use 'sanitised' PA announcements if a child is 'found' and get full description from anyone purporting to be the child/VA's parent/guardian before reuniting them. Consider taking photo of child/VA with parent/guardian once reunited (on smart mobile phone?) and that any image will be deleted after 24 hours. The parent/guardian should be offered the chance to attend and see this deleted if they wish. It's unlikely any genuine parent/guardian will object if you explain this is being done as part of your safeguarding policy for children and vulnerable adults at your event.

Depending on the size/nature/attendees at your event you could consider utilising paper wristbands to be distributed at the point of entry to parents/guardians who can then write a mobile contact number on the inside before attaching to their child/VA's wrist.

8.4 Lost property

A point on site should be allocated for lost property and a procedure put in place for unclaimed items.

Consider making sure a point of contact (email/phone number/social media site) is still monitored for a reasonable period after the event date(s) for unclaimed items.

Effort should be made to return identifiable items (for example, if bank cards are found, they should be handed in at the nearest relevant branch). Once items have been retained for a reasonable amount of time (in line with your policy they can be disposed of (consider charitable organisations if suitable) – high value items may be taken to the nearest main Police Station where they will be kept for a set period before being returned back to you if not claimed.

You do not need to take every item of lost property to the a police station

Section 9 Traffic management

9.1 Access to the event site

How will the event be serviced and how will visitors get to the event?

How will access and egress be provided to and within the event site?

What provision will be needed for emergency vehicles?

How are you managing site traffic/ exhibitor's traffic on site?

It is best practice not to use hazard lights when driving on site. As this prevents people knowing what direction you are turning and can cause traffic accidents.

9.2 Parking

What parking facilities are available for people attending the event (including disabled parking facilities)? Is the parking hard standing or grass?

Will this be on or off site or on or off street parking?

How will parking be managed and will there be any restriction to access such as tickets or payment? Does your staff briefing include that volunteers should not stand in the highway and direct traffic?

If you've pre sold tickets what contingencies do you have in the event of heavy rain prior to your event if you have non hard standing parking?

9.3 Traffic control and signs

Will signs be needed to direct traffic to the event? Will traffic need to be controlled to access or exit the event site? If the event is taking place on the highway will signs be needed to direct the event?

How will non-event traffic be managed?

If any signs or management of traffic is required the details must be approved by Nottinghamshire County Council Highways (Via) <https://www.viaem.co.uk/> The event organiser will be responsible for organising the equipment required and a suitably 'competent person' to put these in place. You may need to engage a traffic management company to do this

9.4 Road closures and traffic restrictions

If your event requires road closures or other traffic restrictions an application will need to be made to Nottinghamshire County Council Highways Department at least three months before the event date. There may be a charge.

Section 10 Health and safety

10.1 Risk Assessment

A full risk assessment for the event should be completed and attached as an appendix. Practical help with risk assessments can be found online at www.hse.gov.uk/risk/fivesteps.htm

10.2 First aid

The HSE Event Safety Guide <http://www.hse.gov.uk/event-safety/> contains a matrix for calculating the required level of first aid cover. St John's Ambulance, Red Cross or other first aid contractors will ask a series of questions about the event to also recommend a level of cover. If your event is over 3000 your first aid provider will need to be CQC registered.

It is important to accurately reflect the total number of visitors on site at peak times and overall for the whole event. You will need to include the numbers of exhibitors/ traders, staff and volunteers on site in these numbers.

The event organiser is responsible for hiring the appropriate level of first aid cover for the event. It is very important to ensure that first aid is provided by appropriately trained people.

First aid staff should be dedicated staff to the event and should not dual role eg also responsible for lost children.

People trained for their unrelated day job in first aid at work, wishing to help out at your event may find they are not covered by insurance.

A copy of your medical plan from your first aid contactor should be attached as an appendix

10.3 Noise and vibration

Noise levels may need to be monitored by the event organiser. Advice on this should be sought from the Environmental Health Service of the Local Authority in whose area the event is being held.

10.4 Staff / volunteer welfare

Consider your provisions in place for staff/volunteer welfare.

Do staff have access to free water? Are they able to access water if they are unable to leave their posts? Are you providing shelters/ shade or sun cream, sun hats in hot weather?

In all extremes of conditions are staff provided with suitable breaks?

Does the pre brief include their responsibility to dress appropriate to the conditions?

10.5 Adverse Weather

What provision will be made for extremes of weather, cancellation of inflatable play equipment, gazebos etc in high winds etc).

When would an assessment be made to cancel the event in adverse weather and how would this be communicated to the public.

Section 11 Major incident planning

What procedures would be adopted in the event of any emergency or major incident occurring at the event? The emergency services will not be on site straight away and your event team will manage the incident and the public until their arrival. You will then provide the expert site and event knowledge and work with the emergency services. Once the emergency services have left site you will still be managing the site, the event, the public and your staff.

11.1 Emergency co-ordination team

A dedicated team of people should take control in the event of an emergency until the emergency services arrive on site. Do you have a back-up event control if required or access to landlines? See appendix 1 for incident reporting template METHANE

11.2 Emergency vehicle access

Details of access routes for emergency vehicles onto the site. The Rendezvous point RVP and secondary RVP in case the main collection area is compromised by the incident. Consider how they will get access if the site is busy with cars and pedestrians. These routes should be approved by Fire, Police and Ambulance services to ensure they are suitable for all types of vehicle.

Will emergency service vehicles be met on site and escorted to the incident?

11.3 Emergency procedures

Detailed procedures should be written to cover a range of emergency situations. These are to ensure emergency services and event staff all follow the same procedure. The procedures required will vary depending on the type of event and may include:

- Emergency Evacuation
- Fire
- Suspect package/object
- Medical emergency See section 10.2

- Major structure emergency
- Overcrowding
- Anti-social behaviour
- Lost child/vulnerable adult see section 8.3

Guidance/templates on the completion of the above can be sought from the Police or other members of the Safety Advisory Group.

Appendix 1: Methane report for notifying emergency services

M/ETHANE Form

Time _____ Date _____

Organisation _____

Name of Caller _____

Tel No _____

M	Major incident	Has a Major Incident been declared? YES/NO <i>(If no, then complete ETHANE message)</i>	
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E	Exact Location	What is the exact location or geographical area of incident	
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T	Type of Incident	What kind of incident is it?	
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H	Hazards	What hazards or potential hazards can be identified?	
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A	Access	What are the best routes for access and egress?	
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N	Number of casualties	How many casualties are there and what condition are they in?	
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E	Emergency Services	Which and how many emergency responder assets/personnel are required or are already on-scene?	
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Appendix 2 Site plan

Appendix 3 Emergency services access and egress routes

Appendix 4 Medical plan

Appendix 5 Stewards briefing

Appendix 6 Security plan