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**Event Safety Management Plan**

**Introduction**

This template has been produced to aid event organisers in planning safe events. By using this document as a guide organisers can ensure that they have made a good start in ensuring that their event including all activities and risks have been considered. In each section, guidance notes are included to indicate examples of issues to be considered. Ultimate responsibility resides with the event organiser and their ultimate goal must be to plan and deliver a safe and enjoyable event.

In the event of an incident at the event, the event oversight group, and the emergency services will be relying on the plan to know your event as well as the organising team do.

You should include as much detail as possible in this document as this will allow the assessment of your processes and procedures and demonstrate the actions you , as an organiser , have put in place to ensure the safety of your event.

The plan should be completed alongside other guidance:

[Licence and Open Spaces Guidance](http://www.moray.gov.uk/moray_standard/page_65870.html)

This Webpage will provide information and guidance documents that will help you understand the responsibilities and requirements you must consider when holding an event on Moray Council owned or managed land.

[The HSE](http://www.hse.gov.uk/event-safety/) has a dedicated section on their website to help event organisers run events safely. This is a world class resource with step-by-step guides, downloadable documents like the purple and green guides and links through to relevant external bodies and organisations.

[The Purple Guide](http://www.thepurpleguide.co.uk/) is an event safety guide which has been written by The Events Industry Forum in consultation with the events industry. Its aim is to help those event organisers who manage health and safety, particularly at large-scale music and similar events.

[PROTECT Guidance](https://www.protectuk.police.uk/) This guidance should be reviewed while completing the Security section of your Safety Plan, ACT training is available on these pages also.

[ACT Training](https://www.protectuk.police.uk/catalogue) This training should be completed by all event organisers and stewarding companies

[HOT Protocol](https://www.huntingdonshire.gov.uk/media/2750/hot-principle.pdf) - This guidance should be reviewed while completing the Suspect Packages section of your Safety Plan,

[The Green Guide](http://www.safetyatsportsgrounds.org.uk/publications/green-guide) is specific to safety at sporting events and managing crowds safely.  It also provides information on ground management, technical specialists and all relevant authorities.

[Event Management Guide](http://www.eventscotland.org/development/our-key-publications/event-management-a-practical-guide/) - Event Scotland have a guide to event management which has been published to provide a resource of general advice and support material for event managers. It should be remembered that the headings in the template are by no means exhaustive, and if the organiser considers a part of their event ought to be detailed in the plan, then it should be added. Also note that not all parts of the template is relevant for every event.

[Food Standards](http://www.foodstandards.gov.scot/) Food Standards Scotland is involved all along the food chain to make sure the food you eat is safe, and is what it says it is. We're also here to give healthy eating advice based on the best available, trusted scientific evidence.

**Useful Contacts**

**Moray Council Contacts**

**Building Standards**   
**Tel:**  **0300 1234561**

Email: [buildingstandards@moray.gov.uk](mailto:buildingstandards@moray.gov.uk%20)

Web page: <http://www.moray.gov.uk/moray_standard/page_79063.html>

**Communications and Media**

Email: [pr@moray.gov.uk](mailto:pr@moray.gov.uk)

**Environmental Health (Food advice)**

Tel: **0300 1234561**

Email: Food Advice: [foodsafety@moray.gov.uk](mailto:foodsafety@moray.gov.uk)

Web page: <http://www.moray.gov.uk/moray_standard/page_1788.html>

**Environmental Health (Health & Safety advice)**

Tel: 0300 1234561

Email: [licensing.eh@moray.gov.uk](mailto:licensing.eh@moray.gov.uk)

**Environmental Health (Public Health)**

Nuisances: includes light, noise, smells, dust and smoke.  
**Tel:**  **0300 1234561**

Email: [public.health@moray.gov.uk](mailto:public.health@moray.gov.uk)

Web page: <http://www.moray.gov.uk/moray_standard/page_1787.html>

**Environmental Services (Commercial and Events Waste)**

Email: waste@moray.gov.uk

Web page: http://www.moray.gov.uk/moray\_standard/page\_96384.html

**Licensing** (**Liquor Licensing)**   
**Tel: 0300 1234561**

Email: licensing@moray.gov.uk

Web Page: <http://www.moray.gov.uk/moray_standard/page_65927.html>

**Licensing (Public Entertainment Licence)**

**Tel:**  **0300 1234561**

Email: licensing@moray.gov.uk

Web page: <http://www.moray.gov.uk/moray_standard/page_65870.html>

**Parks, Lands and Open Spaces**

Email: [landsandparks@moray.gov.uk](mailto:landsandparks@moray.gov.uk)

Web Link: <http://www.moray.gov.uk/moray_standard/page_39861.html>

**Emergency Planning**

Email: [emergencyplanning@moray.gov.uk](mailto:emergencyplanning@moray.gov.uk)

Web Link: <http://www.moray.gov.uk/moray_standard/page_73062.html>

**Traffic Management (Road and Pavement Permits and closures)**

Email: [roadspermits@moray.gov.uk](mailto:roadspermits@moray.gov.uk)

Web page: <http://www.moray.gov.uk/moray_standard/page_57699.html>

**EXTERNAL CONTACTS**

**Police Scotland**

Tel: **101** ask for Moray Operational Planning, Partnerships, Preventions, Interventions and Event

Email: [NorthEastOpsPlanning@scotland.police.uk](mailto:NorthEastOpsPlanning@scotland.police.uk)

Web page: [Police Events](http://www.scotland.police.uk/contact-us/organising-an-event/)

**Scottish Fire and Rescue Service**

Email: [SFRS.NorthEvents@firescotland.gov.uk](mailto:SFRS.NorthEvents@firescotland.gov.uk)

**Further Information:**

You may also find useful information on the following websites:

**Food Standards Scotland (FSS)**

<http://www.foodstandards.gov.scot/>

[Catering & Retail](http://www.foodstandards.gov.scot/food-safety-standards/advice-business-and-industry/catering-retail)

[Business Guidance](http://www.food.gov.uk/business-industry/caterers/)

[Cooksafe](https://www.foodstandards.gov.scot/publications-and-research/publications/cooksafe-manual)

**Royal Environmental Health Institute for Scotland:** [REHIS](http://www.rehis.com/)

**Health and Safety Executive (HSE) website:**

[www.hse.gov.uk](http://www.hse.gov.uk)

[Event Safety](http://www.hse.gov.uk/event-safety/)

**Event Safety Management Plan**

**Event Name**

***(Enter your event name here)***

**Event Date and Times**

***(Enter your event date & times here)***

Owned by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Version: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**EVENT DESCRIPTION (expand as required)**

*Include a brief description of what your event is. Think of it as how you would describe your event to someone who has never been to your event.*

**1. Event Overview**

**LOCATION**

*Describe the detailed location, including the local authority area in which the event will be located, closest major road(s). An attached scaled site plan will be necessary.*

**DESCRIBE THE SITE AND SOME OF THE SURROUNDING AREA**

*Give a general description and provide links to plans in the appendix. You should be able to print aerial views of your site from the internet. Consider whom may your event effect - e.g. who are the neighbours? Who are the regular users of the space? what facilities may be compromised? Give details here of consultation, discussions, agreements or provisions that you have made.*

**DATES AND DURATION**

*Include details of the build-up and break down schedule of the event (preparatory / closedown activities), as well as the event itself. If specific happenings are likely to attract a larger number of people such a march before the event, include information in this section. Please Note: additional activities may require additional licences such e.g. public procession, demonstration.*

**ENTRANCE/EXIT POINTS**

*Enter details of how the public enter or exit the site. If your event has complex entrance/exit arrangements e.g. separate entrances for ticket or cash sales, pre-sold entrance points, wristbands, VIP, or is an enclosed area please add more detail to this section. HINT: maps or diagrams may help make things clear.*

**ATTENDANCE (expand as required)**

*Include your expected attendance figures. For an all-day/multiple day event this should include maximum expected/allowed attendance and the maximum at any one time.*

*For any buildings to be occupied for the event you should consider any existing occupancy levels and maximum occupancy based on existing exit space, evacuation rates and appropriate evacuation routes.*

**AUDIENCE PROFILE (expand as required)**

*Note that your audience profile will help you when planning for risks and ensures that you put in place control measures and facilities appropriate to the event. For example – if organising a tea dance, it is not likely that you would need to provide baby changing facilities, but should ensure that there are plenty of rest areas available.*

*Previous history, entertainment type and ticket sales will all help to indicate the audience profile.*

**TEMPORARY STRUCTURES (expand as required)**

*Please detail any temporary structures that will be used at the event e.g. grandstands, stages and marquees. You should provide details of how the safety of such structures is ensured through their appropriate design/materials, correct siting/positioning and procedures for their safe erection/dismantling.*

*You should provide a timeline of how and when structures will be set up and dismantled and in what order e.g. Heras fence then stage then stalls etc. Include how you will keep any structures safe overnight or before/after the event*

*Details of competent persons/contractors to be used and their associated risk assessments should be included in the appendix*

**TEMPORARY ELECTRICAL INSTALLATION (expand as required)**

*Please detail here which competent electrician will do the work on your electrical requirements (install, inspect and test) Please note: Their details should also be listed on key contacts in case of an incident on the event day)*

*Please outline what consideration / arrangements have been made to the location and access to the electrical supply, how it will be adequately protected from members of the public, who it will need to be distributed to (e.g. caterers, bar, stage etc.), how you ensure safe routing of cables (away from main thoroughfares and walkways, or is adequately protected).*

**THE EVENT ORGANISERS (expand as required)**

*Please detail who the event organisers are. You should also detail any relevant qualifications or experience.*

**TREE OF RESPONSIBILITY (expand as required)**

*Give a brief overview of the chain of responsibility for the main roles within the event. Identify who is responsible for what and give further details in the ‘Roles and Responsibilities’ section below.*

**ROLES AND RESPONSIBILITIES (expand as required)**

|  |  |
| --- | --- |
| *Give details of the main roles* | *Brief explanation of the responsibilities* |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**CONTACTS**

*Provide a full list of contacts with contact numbers in* ***the appendix*** *so the user of this plan needs to get in touch with anyone involved in your event, they will look here. Ideally you should provide an e-mail address, landline and mobile number for each person. Please clearly indicate those on the ground on the day / night of the event as opposed to those involved in preparation.*

**CATERING AND HOSPITALITY (see section on food safety for further information)**

*Detail the business and contact details of any contractors/food businesses providing catering for your event. If applicable, describe the catering facilities you are offering and where they are located on your site map.*

*When acquiring vendors for your event we would encourage you to use Moray based operators wherever possible  - this helps promote the Economic Development of Moray and helps meet the reduction of emissions in the area as it minimises the travel of vendors  - you can find Moray registered street traders and licensed premises holders through our Licence Search facility*

*You should advise Environmental Health department of contractors to be used as soon as they are confirmed.*

*If you are using Street Traders instead of contractors please include their street trader licence numbers here also.*

*You must ensure all hospitality vans/contractors have current gas safety certificates*

**ALCOHOL / BAR SERVICES**

*Detail the business and contact details of any contractors/alcohol businesses providing alcohol for your event. If applicable, describe the bar facilities you are offering and where they are located on your site map.*

*When acquiring vendors for your event we would encourage you to use Moray based operators wherever possible  - this helps promote the Economic Development of Moray and helps meet the reduction of emissions in the area as it minimises the travel of vendors  - you can find Moray registered street traders and licensed premises holders through our Licence Search facility*

*Provide relevant Occasional Licence Numbers here and a brief description of the type of bars / suppliers*

*You must ensure all hospitality vans/contractors have current gas safety certificates*

*You should provide a full alcohol management plan that gives full details of management of alcohol sales at the event*

**WELFARE PROVISION**

*Provide details of your welfare arrangements including providers/contractors, numbers of facilities and arrangements for monitoring, cleaning and replacing those facilities as required. Facilities may include:*

* *Toilet facilities*
* *Sanitary bin/facilities*
* *Changing facilities*
* *Shower rooms*
* *Drinking water provision*
* *Private drinking water provision*

**GROUNDS MAINTENANCE AND ASSET PROTECTION**

*Provide details on what consideration has been given to how you will protect the ground from damage. This includes grass areas, footpaths and roads. You should also detail what arrangements you will take to avoid damage to any of the grounds infrastructure, e.g. trees, soft landscaping, sports pitch surfaces, gates, walls, drains, benches, etc.). Depending upon the size of your event if you are using Council managed land you may be required to pay a deposit to safeguard the Council against potential damages.*

**LITTER/CLEANSING SERVICES / WASTE MANAGEMENT**

*Consideration needs to be given to the cleansing requirements before, during and after the event.*

*The****Waste (Scotland) Regulations 2012****require that all waste producers take reasonable steps to present key dry recyclables such as glass, metals, plastics, paper and card (including cardboard) for separate collection.*

*Detail recycling, waste and litter collection and disposal arrangements, types and numbers of bins and/or portaloos, suppliers and timescale for delivery, servicing and removal.*

*Provide details of any contractors/local voluntary groups involved with a description of the arrangements in place.*

**ENTERTAINMENT**

*Various types of entertainment may take place at an event. Please detail here the types of entertainment which are planned for your event, including the times and locations.*

**LICENSING**

*Some events will require an occasional licence, public entertainment licence, street traders licences or market operators licence due to having licensable activities – sale of alcohol, late night refreshments or regulated entertainment (entertainment provided to an audience for the purposes of entertaining them e.g. dramatic play, fairground, fireworks, live/recorded music etc.).*

*If you are collecting for charities you will also require a Public Charitable Collections Permit. Contact licensing well in advance of the event for further advice.*

*Detail any licence details here.*

**NOISE MANAGEMENT**

*You will need to consider any amplified sound and how it is managed to ensure safety and potential nuisance issues are addressed including type of noise, volume levels, monitoring arrangements etc. You should contact Environmental Health to inform them of anticipated noise levels and for any further advice/guidance.*

*Enter your arrangements for noise management here*

**CCTV**

*You should enter details of any CCTV availability for the event. This should include details of the provider, who is responsible for operating the CCTV and the level and quality of coverage. There may be Data Protection requirements if CCTV is in use, e.g. the provision of warning notices.*

**SUSPECT PACKAGES**

*You should enter details of your process and procedure for identifying and suspect packages and evacuation procedures. Please ensure you have considered the HOT protocol while completing this section*

**SECURITY/STEWARDING ARRANGEMENTS**

**2. CROWD MANAGEMENT**

*Please provide details of any security stewards including:*

* *Details of company/provider/volunteers. Please include SIA numbers*
* *Numbers to be provided (including different levels of provision at different times during the event if appropriate)*
* *Method they can be identified*
* *Duties – e.g. searching at entrances, bag checking, rapid response, crowd monitoring, emergency evacuation, control and direct the public as required, monitoring fire equipment etc.*
* *Communication methods including Call signs*
* *Reference to the nature and format of pre-event briefings – e.g. how all stewards are made aware of emergency arrangements and the arrangements for their own safety*
* *How site security will be managed throughout the event and the procedure if a breach is discovered*
* *Details of ACT training (all stewarding companies and event organisers must have completed this training)*

**BARRIERS**

*Provide details of where barriers are to be used including:*

* *Type of barriers to be used*
* *Company supplying and installing them*
* *Number to be used.*

*It may be useful to details where barriers are to be used on a site plan.*

**MANAGEMENT OF ATTENDEE NUMBERS**

*Provide details here of how the number of attendees at the event are to be monitored and controlled e.g.*

* *Ticketed event*
* *Monitored entrances and exits (using clickers)*

**PA SYSTEM**

*Detail any PA systems in use at your event. If the entire site is not covered, please detail which parts are not covered and how these areas can be communicated with.*

**3. COMMUNICATIONS**

**RADIO**

*Use of radios should be considered and details of their use recorded in this*

*plan (for example – who has them and what channel they are being allocated).*

*Also outline your contingency method of communication if radios fail and the contingency to communicate with event attendees in an emergency.*

**LOUD HAILERS**

*Detail here where loud hailers can be located if in use at the event, and list those trained and confident in use.*

**TELEPHONE**

*This section should contain details of any landlines, or any known difficulties with mobile phone networks in the area of the event. It should also detail other alternative communication methods in the event of problems with telephone communication.*

**SIGNAGE AND PUBLIC INFORMATION**

*This section should contain details of how you will sign post emergency exits, rendezvous points, notify attendees of an emergency, provide information of what do in an emergency, where lost and found children should be reported etc.*

**COMMUNICATIONS PLAN AND MEDIA HANDLING**

*Provide details here of your media plan and communications timeline. This should detail what messaging is going out publicly and to attendees (e.g. with bookings / tickets/targeted emails), when this is going out and what method will be used (i.e. press release, social media announcements etc. including handles for each social media platform). Please note: No Moray Council logos should be used on event publicity and no event announcements should be made until the event plan has been approved by the events oversight group*

*The traffic management of an event is the responsibility of the event organiser. You should liaise with the Transportation department, the local Police and any stewarding company involved in managing the road, to write a* ***traffic management*** *and* ***parking plan*** *for the event which aims to promote safe attendance at the event and minimises disruption to the community.*

*You should also consider any implications for persons attempting to arrive at the venue on foot. (Pedestrian safety, signage, lighting, public transport information/links)*

**4. TRAFFIC MANAGEMENT**

**TEMPORARY TRAFFIC REGULATION ORDERS, ROAD CLOSURES & SIGNAGE PLANS**

*You should enter details of any Special Event* ***Temporary Traffic Regulation Orders, Road Closures*** *and* ***Signage plans*** *requiring approval by the Transportation department.*

**PUBLIC TRANSPORT ARRANGEMENTS**

*You should enter details of any Public Transport Arrangements, Train Timetables that may impact crowds incoming / outgoing etc.*

*Details of the First Aid and medical cover for your event should be detailed in this section.*

*Do you have an accident book?*

*You should identify where each medical facility/first aid point is located on your site and you may wish to identify this on your site plan.*

**5. MEDICAL AND FIRST AID COVER**

**6. FIRE RISK ASSESSMENT**

**FIRE EXTINGUISHERS**

*Provide details here of the type, number and location of fire extinguishers to be provided at the event.*

**PYROTECHNICS AND SPECIAL EFFECTS**

*Provide details of any pyrotechnics and special effects that you will have at your event.* *These should be carried out by a registered company who can provide adequate risk assessments that you can incorporate into your arrangements to ensure they are set off safely.*

**7. POLICE**

*This paragraph should include details of any agreed Police involvement in the event including:*

* *traffic management of the event*
* *police presence on site during the event*
* *general notification to the local police force of the event and potential impact (see relevant web links under contact information section)*

*The police may require additional policies e.g. Admissions, Drugs, Alcohol, Security, Recovery area (method of caring for incapacitated people and ensuring they get home safely) etc.*

*A fire risk assessment must be carried out for all locations and details of any risks identified and the way that they are to be managed should be written.*

*You can outline the approach to the risk assessment here and main issues identified. The full risk assessment could be attached in the appendix*

**8. RISK MANAGEMENT**

**RISK ASSESSMENTS**

*Indicate where risk assessments from both yourself and any contractors can be found and any significant issues arising.*

*Further guidance on completing risk assessments can be found at:*

[*http://www.hse.gov.uk/risk/index.htm*](http://www.hse.gov.uk/risk/index.htm)

**INCIDENT RECORDING**

*The Event Control should maintain a record of everything that occurs throughout the event. You should detail your arrangements for recording and keeping records of such information for events. See also the RIDDOR guidance below.*

**RIDDOR**

The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require certain incidents to be reported to the Local authority Health and Safety / HSE by law. RIDDOR information should be included in your incident log.

A summary of injuries and occurrences which must be reported include:

**For IMMEDIATE reporting**

* Death (also to Police)
* Specified Injury –
  + Amputation,
  + Fracture (except fingers and toes)
  + Loss of sight (even temporarily)
  + Penetrating eye injury
  + Injury from electric shock
  + Loss of consciousness
  + Acute illness
  + Non-consensual violence (i.e. not a boxing match)
  + Injury to non-employee requiring hospitalisation
  + Dangerous occurrences (major power failure, structural collapse etc.)

**For reporting within 15 days of occurrence**

* Death of employee within 1 year of accident
* Hospitalisation of employee for more than 24 hours
* Absence from work for more than 7 days (employee or visitor)
* Incidence of a reportable disease (e.g. industrial diseases; dermatitis, asbestosis etc.)

Reports must be made by a ‘responsible person’ (this should be the Safety Officer) and by the ‘quickest practical means’ (phone or fill in online form). See incident reporting folder for further information. The Operations Manager may also submit a RIDDOR.

You must use Form 2508 to report the incident (2508a for diseases).

This must be sent within 15 days even if you have already reported by phone etc.

Reports can be made at the HSE website: [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

N.B. A ‘7 day’ should be calculated as follows:

* Not the day of accident
* Includes weekend and bank holiday
* On the 8th day, if still absent, report on.

N.B. need mode of notification from First Aid provider to report under RIDDOR.

**HEALTH AND SAFETY ENFORCING AUTHORITY**

*You should enter details of the enforcing authority (EA) for your event here should you wish to contact them to advise further of an incident.*

*Council managed events are enforced by the HSE.*

*Commercial events will be enforced by the local authority Environmental Health Service.*

**INSURANCE**

*Provide details of your insurers and the level of cover provided for the event. As you will be responsible for the event space during the entire period of your event (including build and closedown period) you should include this in your cover. You must append copy of the relevant certificates of insurance to your plan.*

**9. INCIDENT MANAGEMENT**

**WEATHER**

*Identify who is responsible for monitoring weather forecasts in advance and during the event, who this information will be passed to and where the information will be obtained. You should record what the general arrangements will be in event of bad weather (e.g. cancellation criteria, including timeline for* *lead up to the event to review weather forecasts and if ground conditions are suitable for the event to continue. Please Note: If using Council ground you must contact Open Spaces for advice on whether additional steps need to be taken based on weather conditions)*

**EXTREME WEATHER**

*Extreme weather may cause other specific actions to be taken to prevent injury or damage. Please detail here if there are any issues regarding this event and what the arrangements are to ensure that appropriate action is taken to respond to extremes of weather. Please Note: If using Council ground you must contact Open Spaces for advice on whether additional steps need to be taken based on weather conditions)*

**EMERGENCY VEHICLE ACCESS**

*Detail any dedicated emergency vehicle access routes and rendezvous points or any public routes or locations that may be used for emergency vehicles.*

*You can refer to these on the site map.*

**EVENT EVACUATION PLAN**

*Detail here emergency evacuation details for visitors as well as the event team and contractors, including car parks.*

*You can refer to these on the site map and provide further details in the appendix.*

**HAND OVER PROCEDURES**

*Details here your arrangements/procedures for the hand-over of control of aspects of your event to relevant agencies in the event of an emergency*



*Detail here the arrangements for safeguarding and reuniting lost children or other vulnerable persons with carers, parents or guardians. You can identify any lost child / rendezvous point on the site map. Include details of any certified PVG holders*

*Detail here the arrangements you will have in place to debrief all parties involved in the event and review issues that took place including:*

* *Particular arrangements that worked well to ensure public safety*
* *Any identified weaknesses in the arrangements that require improvement*
* *A review of any incidents and remedial action required*

**11. DEBRIEF AND EVENT REVIEW ARRANGEMENTS**

**APPENDIX**

**Enter here details of additional site plans, risk assessments, Alcohol Management Plan and associated event documents to compliment to event plan.**

**(Expand and add as many appendices as required)**