|  |  |
| --- | --- |
| Event Management Plan |  |

As an Event Organiser you are responsible for:

* Informing Bury Council Event Safety Advisory Group of your event
* Seeking permission of the relevant landowner
* Submitting the relevant documentation to the Bury Event Safety Advisory Group in a timely manner to ensure it can be reviewed
* Submitting road closure requests a minimum of 12 weeks before your event (please contact traffic@bury.gov.uk)
* 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 the competence of staff at your event to undertake their roles safely
* Checking all insurance documents, 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. Bury Council Event Safety Advisory Group are not responsible for any lack of information not submitted with this application.

**Privacy Statement**

**Your personal information is required for administration** purposes. Bury Council are committed to protecting your privacy and fulfilling its obligations under UK data protection laws. Bury Council 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 management plan, site plan, risk assessment and public liability certificate will be sent to the Safety Advisory Group (SAG) for review. The SAG consists of representatives from various departments at Bury Council, Greater Manchester Fire and Rescue, Greater Manchester Police, North-west Ambulance Service and other relevant parties. Your information will not be passed on to any other party without your prior consent.

| **Contents** |
| --- |
| **1. Event Overview** |
| **2. Site Management** |
| **3. Incident Management** |
| **4. Traffic Management Plan** |
| **5. Event Safety Measures** |

*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/Time of Event** |  |
| **Contact Telephone Number on day of the event**  **(if different to above)** |  |

**1. Event Overview**

**1.1 Event Overview**

|  |
| --- |
| Please provide a description of your event |
|  |

|  |  |
| --- | --- |
| Please provide the following information about your event | |
| **Event start time** |  |
| **Event end time** |  |
| **Expected number of attendees** |  |

**1.2 Event Itinerary**

|  |  |
| --- | --- |
| 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**

|  |  |
| --- | --- |
| 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** |
|  |  |
|  |  |
|  |  |
|  |  |

**1.4 Event Management**

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

|  |  |
| --- | --- |
| 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.  Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section | |
| **Role** | **Responsibilities** |
| Event Organiser |  |
| Event Manager |  |
| Site Manager |  |
| Health & Safety Officer |  |
| Arena/stage Manager |  |
| Steward Coordinator |  |
| Press and PR coordinator |  |
| Other |  |

**1.5 Crowd Management**

|  |
| --- |
| Please provide details on how you will manage the crowd at your event  Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section |
| **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?** |
|  |

**1.6 Advertising**

|  |
| --- |
| Please provide details of how you will advertise your event |
| **How and where do you plan to advertise your event?** |
|  |

**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?** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**2.2 Traders**

|  |  |
| --- | --- |
| Please provide details of any traders/commercial traders, charity stalls and market stalls that will be at your event.  Please ensure that you check any safety documentation of traders  **Markets**  The Authority is entitled to protection against the operation of rival markets and fairs, including car boot sales, within the Metropolitan Borough of Bury. A Market is defined as a concourse of buyers and sellers. At law, the term Market may be extended to include all events including car boot sales where five or more sellers are in attendance.  In accordance with the above, applications to hold temporary markets, fairs and car boot sales must be submitted for approval by Bury Markets Management at least 28 days in advance of the event being held.  Where an applicant seeks to hold a temporary market/car boot sale on land owned by Bury MBC, the applicant must first obtain the separate written consent of the Council as land owner to hold such an event on that land. Applicants must have obtained such consent prior to applying to Markets Management for approval. Details in respect of which Council Department controls the land in question, can be obtained from the Council’s Land Management section on 0161 253 5811.  The Council will not grant consent for the holding of temporary markets/car boot sales on its car parks.  Markets Management reserves the right to refuse any application for temporary markets/car boot sales for whatever reason.  Any party wishing to hold such an event must complete the designated application form which is available at the Markets Office. Bury Markets Management may refuse any application on the grounds that the event may detrimentally affect the legitimate Markets and Fairs of the Borough. | |
| **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 at Bury Council (licensing@bury.gov.uk) 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**

|  |
| --- |
| 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. |
|  |

**2.4 Electricity, Water, Gas Supply and Generators**

|  |
| --- |
| 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. |
|  |

**2.5 Temporary Structures**

|  |
| --- |
| 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. |
|  |

**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. |
|  |

**2.7 Temporary Event 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 (not counting the day the notice is given or the day of the event). Please ensure that you have the necessary licences in place.**  **Please contact your local licensing department for more information.** |

**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. |
|  |

**2.8.1 Live Music**

* If you have live music, you may require a Temporary Events Notice. (See 2.7)

**2.8.2** **Music Licence**

* If you are having live music at your event, it is your responsibility to inform the Performing Rights Society ([www.prsformusic.com](http://www.prsformusic.com)) and to obtain a ‘Music Licence’ if required. All subsequent costs associated with obtaining the licence will be your responsibility.

The music licence allows you to legally play music for employees or customers through the radio, TV, other digital devices and live performances. **See guidance below.**

<https://www.gov.uk/licence-to-play-live-or-recorded-music>

**2.8.3** Please ensure that you check any safety documentation of contractors that you hire.

**2.9 Attractions**

|  |  |
| --- | --- |
| Please provide details of any attractions that will be at your event e.g. inflatable’s, funfair/children’s rides, fireworks (see table below).  For these attractions make sure that you see a copy of the provider’s public liability insurance, risk assessment and method statement. For rides, please make sure you keep a record of their details and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme).  Please ensure that you check any safety documentation of contractors that you hire. | |
| **Company** | **Type of attraction** |
|  |  |
|  |  |

**2.10 Medical and First Aid Cover**

|  |
| --- |
| Please provide details of the medical provider and resources that you have arranged to be at your event including their location. **This must include the number of first aiders and their level of qualifications.**  A separate medical plan may be requested if insufficient details given.  Please read the Purple Guide (link below) which has recently been updated (Summer 2023) as the requirements for the tier grading has changed.  [**https://www.thepurpleguide.co.uk/index.php**](https://www.thepurpleguide.co.uk/index.php) |
|  |

**2.11 Public Health and Welfare**

|  |
| --- |
| 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.  If inadequate provisions are available this can lead to a risk of a disruption to public order and safety. |
|  |
| **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.  Bury Council is NOT responsible for arranging waste disposal at your event. |
| 0161 253 5353 (Bury Council Waste Management) |

**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, Accessible transport. |
|  |

**2.13 Steward/Security and Marshal Management**

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| --- |
| Please provide details of the arrangements you have made for stewards at your event.  Please see link to GMP’s website for further details on security requirements.  <https://www.gmp.police.uk/advice/advice-and-information/gmp-events/guidance-for-event-organisers/> |
| **What are the roles and responsibilities of your stewards/security?** |
|  |
| **Where will they be positioned and why?** |
|  |
| **Please provide exact number of security/stewards and the company they work for:** |
|  |
| **Will you be using Security Industry Authority (SIA) qualified security staff? If so, what will their role be?**  **Please note if you are applying for a TEN’s for the sale of alcohol, SIA officers are essential.** |
|  |
| **How will your stewards be trained?** |
|  |
| **When/How will your stewards be briefed?** |
|  |
| **How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?** |
|  |

**3. Incident Management**

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| --- |
| **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. Do not refer to support from emergency services throughout this document. They cannot provide support to any element of your event other than in an emergency and even in this instance their first port of call would be your contingency plans.** |

**3.1 Welfare of Children**

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| --- |
| Please provide details of how you would deal with a lost or found child or vulnerable person at your event. Please include the following:  What is your procedure?  Who is the designated person in charge of this?  Where is the rendezvous point?  How will announcements be made? |
|  |

**3.2 Incident Reporting and Investigation**

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| --- |
| Please provide details of the system you have in place for reporting and recording accidents and incidents at your event |
|  |

**3.3 Emergency Plans**

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| --- |
| **IMPORTANT NOTE:**  **It is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared, then operational command will fall to the emergency services. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.**  **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.**  **In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.** |

|  |
| --- |
| Please provide details of your emergency plan for the event |
| **It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the ‘what if’s’ at your event (i.e. contingency planning).**  **What are your contingency plans for situations, such as:**  **Need for evacuation, fire, power failure, collapse of a temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, key location becomes unavailable, cancellation prior to or during?**  **This is not an exhaustive list and the specific nature of your event will suggest others.** |
|  |
| **At your event, who will be responsible for determining that an incident is now a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control?** |
|  |
| **Who will report this 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?** |
|  |
| **Who will be responsible for crowd control during an incident?** |
|  |
| **If required, how would you evacuate your event? What steps would you take?** |
|  |
| **How will you communicate the evacuation instruction to your audience?** |
|  |
| **Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)** |
|  |

**4. Traffic Management**

**4.1 Traffic Management**

|  |
| --- |
| 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 |
| **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 Transport for Greater Manchester?** |
|  |
| **Are you requesting any parking suspensions as part of your event?**  **If yes, please give details below and contact** [**carparking@bury.gov.uk**](mailto:carparking@bury.gov.uk) |
|  |
| **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**

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| --- |
| **IMPORTANT NOTE:**  **Before a road closure can be considered the following documents MUST be submitted to traffic@bury.gov.uk along with this plan and approved by The Highways Authority:**   * **A copy of valid Public Liability Insurance (£5 million minimum)** * **Health and Safety Risk Assessments** * **Signage Schedule (Map and indication of where signs will go)** * **Plan of diversion route (if applicable)**   **Please note Bury Council Highways require 12 weeks’ notice of any road closures for coordination purposes.** |

|  |
| --- |
| 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 complete the ‘Application Form’ below and send to** [**traffic@bury.gov.uk**](https://burygovuk.sharepoint.com/sites/EventSafetyAdvisoryGroup/Shared%20Documents/General/traffic@bury.gov.uk) **(refer to guidance notes).** |
|  |
| **Please provide details of the road closures you will be requesting including timings:** |
|  |
| **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 Bury Council.  **Please provide a signage schedule and a Health and Safety risk assessment for working on the highway.** |
|  |
| **Please confirm arrangements for stewards assisting with the road closures.** |
|  |

**5. Event Safety Measures**

|  |
| --- |
| **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.** |
|  |
| **Have you obtained Public Liability Insurance? Please provide a copy of this with your Events Plan.** |
|  |

**Please provide a copy of the following documents along with this Event Management Plan:**

**Appendices**

**i. Site Map**

Please provide a site map of your event site

**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 (for a minimum of £5 million)

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

* A copy of valid Public Liability Insurance (£5 million minimum)
* 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)