

# Event Management Plan



## Introduction

As an event organiser there are a lot of varying factors to take into account during the planning process, and whether this is a new event or one that has been held previously, your obligations and responsibilities as an event organiser in managing the risks arising from your event remain the same. Sometimes the legislation and processes can appear daunting at first and with that in mind East Lothian Council has prepared a number of online pages to help guide and inform you in the event planning journey, which can be accessed using the following link, [Event Journey and Guidance](#).

For further guidance on Events, other than sports events in stadia, it is recommended that you refer to the <https://www.thepurpleguide.co.uk> .

This Event Management Plan template is proposed to help you develop your own plan that befits your type and scale of event. Due to variation in complexities of events the template contains a large amount of detail, not all of which will be relevant for some smaller events.

As all events have their own unique requirements and legislation frequently changes, this publication should only be read as guidance and the contributors, editors and publishers cannot be held responsible for the accuracy of the information therein. However, every possible care is taken before publication.

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## As an Event Organiser you are responsible for:

- Informing East Lothian Council of your event by submitting an Event Notification Form. [Notification of a proposed public event form](#)
- Seeking permission of the relevant land owner.

- Submitting the relevant documentation to East Lothian in a timely manner to ensure it can be reviewed by the Events Safety Advisory Group, a **minimum of 12 weeks before your event**. See further guidance via [Event Journey guidance](#)
- Submitting any Temporary Traffic Restriction Order application a **minimum of 8 weeks before your event to [eventsroads@eastlothian.gov.uk](mailto:eventsroads@eastlothian.gov.uk)**.
- Ensuring that all relevant licences e.g. alcohol license, public entertainment licence, are applied for a minimum of 6 weeks before the event. See further guidance via [Licensing guidance](#)
- Ensuring food safety standards are adhered to. Further guidance can be obtained by emailing our Food and Safety team, [ehs@eastlothian.gov.uk](mailto:ehs@eastlothian.gov.uk).
- Ensuring all necessary event insurance is in place and checking insurance documents, risk assessments and methods of work for contractors, stall holders, caterers etc (these documents may also be requested by East Lothian Council)
- The Health, Safety and Welfare of all members of staff, contractors and members of the public attending your event.
- Engaging with the East Lothian Council safety Advisory Group process.

**Disclaimer:** This template is a guide only. It does not necessarily include all the information that may be relevant to your event. East Lothian Council is not responsible for any lack of information not submitted with this application.

*Please type your answers into the white boxes*

### Event Organiser Details

<b>Name of Event</b>	
<b>Date of Event</b>	
<b>Event Organiser Name</b>	
<b>Organisation</b>	
<b>Contact Telephone Number</b>	
<b>Email Address</b>	
<b>Location of Event (consider including Grid Reference or What3words)</b>	
<b>Contact Telephone Number on day of the event (if different to above)</b>	

# 1. Event Overview

## 1.1 Event Overview

Please provide a description of your event including information on the activities *being offered to event attendees*

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Please provide the following information about your event

<b>Event Preparation start date and time on site</b>	
<b>Event start date and time i.e. opening to the public</b>	
<b>Event end date and time i.e. closing to the public</b>	
<b>Event Close Down 'Site Clear' date and time</b>	

## 1.2 Event Itinerary

Please provide timings of your event including set up and break down.

<b>Date / Time</b>	<b>Action</b>

## 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)

<b>Time</b>	<b>Activity</b>

## 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.			
Role	Name	Contact (Tel and E-Mail)	Responsibilities
Event Organiser			
Event Manager			
Traffic Management Lead			
Health & Safety Officer			
Medical Provider Lead			
Chief Steward/Marshall			
Media/Comms coordinator			
Security Lead			
Other			

## 1.5 Crowd Management

Please provide details on how you will safely manage the crowd in entry and exit arrangements and during your event
<b>Is your event ticketed? If yes, what arrangements are in place for this?</b>
<b>How will you manage capacity at your event?</b>
<b>How will you manage the access and egress of the crowd?</b>
<b>Do you have a search policy for patrons and consider what will be done with contraband?</b>

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## 1.6 Advertising

Please provide details of how you will advertise your event

**How and where do you plan to advertise/share details of your event?**

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**May we use the details supplied here for publicity purposes or to give to interested parties?**

a)  Yes  No

b) If yes, which name and contact details can we release?

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**Would you like East Lothian Council to use their Social Media to help you promote your event?**

Yes  No

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## 2. Site Management

**IMPORTANT NOTE:**

ELC owned Buildings/Spaces can be booked using the - [online booking enquiry form](#)

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### 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 Name	Contact Details (Tel and E-mail)	What are they providing/doing?

## 2.2 Traders

### Sale of Alcohol

If you are selling alcohol at your event, please contact the licensing department [licensing@eastlothian.gov.uk](mailto:licensing@eastlothian.gov.uk) to determine if you are required to apply for a licence. **A minimum of 6 weeks notice should be allowed when applying for licences and permits.**

Please explain below how you will manage the sale of alcohol.

### Catering, Non-Food Retailers and Charity stalls Requirements Details

#### **Important Note:**

**Street Trader or Market Operator licenses will be required, please refer to [Licensing guidance](#).**

For each catering supplier/food stall that you have attending your event, please share with East Lothian Council and [ehts@eastlothian.gov.uk](mailto:ehts@eastlothian.gov.uk) the following information, no less than 6 weeks prior to your event:

- Business trading name
- Full name of the operator
- Business address, e-mail and contact telephone number
- Name of local authority that they are registered with
- Description of what they will be providing
- National food hygiene rating (if available)

## 2.3 Fencing and/or barriers

If you plan to use any fencing and or barriers at your event include details of the type and location. Please ensure that you check any safety documentation of contractors that you hire.

## 2.4 Electricity, Water, Gas Supply and Generators

If you intend using electricity, water, gas supply or other flammable liquids at your event, please provide details of where these will be sourced and the processes in place to manage these.

If you plan to use any generators at your event, please provide details of 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.

Please provide details of where in the event venue these will be sited.

## 2.5 Temporary Structures/Inflatables

### **IMPORTANT NOTE:**

To establish whether your event requires planning consent, please contact the Planning Department on 01620 827216 or email [environment@eastlothian.gov.uk](mailto:environment@eastlothian.gov.uk).

A Public Entertainment Licence may also be required. Please refer to [Licensing guidance](#).

Please list any temporary structures/inflatables that you will have at your event and where they will be located e.g. gazebos, marquees, staging.

If you plan to have **bouncy castles, rides or a fun fair** at your event you must carry out a number of checks and collect a range of documentation. For these attractions make sure that you see a copy of the provider's public liability insurance, risk assessment and method statement. The name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme) is required. Please ensure that you check any safety documentation of contractors that are hired for example; ADIPS - Amusement Devices Inspection Procedures Scheme PIPA is an inspection scheme set up by the inflatable play industry to ensure that inflatable equipment conforms to recognised safety standards.

**Temporary raised structures:** If you are organising an event which will include the use of a temporary raised structure i.e. raised structure means platform, stand, stage, staging or other similar structure over 600mm high, then you must obtain a permit under Section 89 of the Civic Government (Scotland) Act 1982.

The erection of temporary raised structures which do not require building warrant approval must be safe for the public on and around them.

**Consider preparing a Wind Management Plan** - When operating the inflatable outside, use an anemometer to measure wind conditions at regular intervals, and visually check for changes in wind direction (such as looking at how the trees are swaying). Make sure you take readings in the direction of the wind. No inflatable should be used in winds above 24 mph (38 kmph), which is Force

5 on the Beaufort Scale (small trees in leaf begin to sway).

Name, address, e-mail and telephone number of contractor providing the attraction	Attraction/Structure description and corresponding safety documentation details.

**2.6 Fire Safety**

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 Medical and First Aid Cover**

Details of the medical provider and resources at event including their location (i.e. number of first aiders, doctors, ambulances etc.)  
 Robust and reliable communications are essential for the medical service to operate effectively. At large events, medical resources should be coordinated by a control facility, preferably located in a central Event Control alongside other site services.  
 For smaller events a control team may not be required, but a reliable means of contacting the medical provider must be established and tested. Contact information must be distributed to all marshals, stewards and security staff when there is no event liaison team.

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**2.8 Public Health and Welfare**

Please provide details of the arrangements you have made for the following:

**Toilet Facilities**

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.

	Female Toilets	Male Toilets	Urinals	Accessible Toilets for disabled & wheelchair



For events with a gate time of less than 6 hours duration.	1 per 100	1 per 500	1 per 150	1 per 50
For events with a gate time of less than 6 hours or more, but with little or no alcohol or food served.	1 per 85	1 per 425	1 per 125	1 per 45
For events with a gate time of less than 6 hours or more with alcohol and food served in quantity.	1 per 75	1 per 400	1 per 100	1 per 40
For campsites at major events swapping emphasis from urinals to WC's for males.	1 per 75	1 per 150	1 per 250	1 per 40

#### Waste Disposal

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. Consideration should be made towards recycling of litter and/or the provision of recycling bins.

#### Noise Management

Please provide details of the arrangements made for minimising noise disruption at your event, particularly if you are having live, amplified music.

**N.B.** You can assume that if you are going to build a structure using power tools and have amplified music, you will have to take some kind of action to control risk. You do this by first undertaking a noise assessment (or series of assessments). The noise assessment will have to cover exposure during the show itself, sound tests, rehearsal and the use of power tools during the build and breakdown.

## 2.9 Accessibility

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

## 2.10 Stewarding Plan and Marshal Management

Please provide details of the arrangements you have made for stewards at your event

What are the roles and responsibilities of your stewards (SIA Licensed Stewards, Non Licensed Stewards and Volunteer Stewards)?

Where will they be positioned and why?

Who are your stewards? How will they be identified?

When will your stewards be briefed and by whom?

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?

Provide for any potential failure of electrical communications systems with, for example:

- spare batteries, mobile phones and/or two-way radios
- back-up loud hailer in the event of failure of the public address (PA) system
- Contact details to be included in briefing handout

## 2.11 Risk Assessment

**IMPORTANT NOTE:**

East Lothian Council have provided online advice, which can be accessed using the hyperlink: [ELC Risk Assessment Advice](#).

**Finalised Event Risk Assessments must be submitted within 6 weeks in advance of the event.**

## 3. Incident Management

**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. IM covers who is in charge, how to keep stakeholders informed, escalation processes, coordination of resources, etc.

### 3.1 Welfare of Children/Vulnerable Adults

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

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

### 3.3 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency.

It is advisable to have emergency messages scripted before the event for use on the day

### 3.4 Emergency Plans

**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 Police Scotland. 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 decisions made in response to the incident are 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/Rendezvous 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

**IMPORTANT NOTE:**

The use of public transport to your event should be encouraged. Apps available include 'GoSEStran' and Travelline Scotland.

As the organiser you are responsible for ensuring there is none/minimal impact to traffic.

Please answer the following questions in detail regarding traffic management at your event.

What roads will be effected by your event? Route/Ingress/Egress

Consider 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?	
How will you facilitate emergency vehicle access in the event of an emergency?	
<p>Are you requesting any parking suspensions as part of your event?          If yes, please complete the information below.          If you do not include ALL of this information your request cannot be considered (parking suspensions for your event may involve a charge)</p>	
Location (street name/car park)	
Number of spaces	
Intended use for the parking spaces	
Start time of suspension	
End time of suspension	
<p>If you are providing off-road parking, please complete the information below:          Please note: any parking areas must be stewarded at all times. You may be asked to provide a parking plan.</p>	
Location	
Number of spaces	
How will the area be managed?	

#### 4.2 Road Closures

**IMPORTANT NOTE:**

East Lothian Council will need to make a Temporary Traffic Regulation Order (TTRO) for road closures, parking suspensions, one-way traffic, speed limit reductions or Police Control, which may incur a charge. To arrange these, contact Road Services at [eventsroads@eastlothian.gov.uk](mailto:eventsroads@eastlothian.gov.uk). The minimum time required to process a TTRO is 6 weeks. If your road closure request is granted this may involve a charge. Further advice can be accessed using the following hyperlink: [ELC - Event Traffic Management Advice](#)

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.**

**Who is providing your signage for the road closure?**

All signs must conform to [The Traffic Signs regulations & General Directions 2016](#).

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 East Lothian Council

If you are providing signage yourself, please provide a signage schedule and a Health and Safety risk assessment for working on the highway.

**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.

- **Counter Terrorism** - The National Counter Terrorism Security Office (NaCTSO) has comprehensive guidance on terrorist action or the threat of such action under the Crowded Places titles the Major Events document is particularly relevant. The guidance is available at: <https://www.gov.uk/government/publications/crowded-places-guidance>
- **Fire or gas leak**
- **Structural failures, such as the collapse of the stage**
- **Serious crowd-related incidents, such as disorder or crushing**
- **severe weather conditions, especially high winds and high temperatures**
- **flooding**

- equipment failures
- communication system failures
- data breaches
- loss of services or utilities failure
- loss of control point/event control
- loss of key staff or disruption to key performances
- disruption to traffic/transport arrangements
- Supply chain failures (Human resources; critical supplies)



## Additional Documentation

### i. Site Map

- Please provide a site map of your event site indicating (where appropriate) ingress & egress routes/points, location of attractions, Bar, Stage, RVP for emergency services, Control Room, First Aid post, and car park.

### ii. Risk Assessment

Please complete an event specific risk assessment (see 2.12):

Risk Assessment	
Step 1	Identify the hazards
Step 2	Decide who might be harmed and how
Step 3	Evaluate the risks and decide on precautions
Step 4	Record your findings and implement them
Step 5	Review your assessment and update if necessary

### iii. Public Liability Insurance

Please provide a copy of your public liability insurance certificate.

### iii. Road Closure Documents (if applicable)

- Signage Schedule (Map and indication of where signs will go). Traffic Signs Regulation and General Directions 2002, as amended, provides for temporary signs to be erected to guide traffic to sporting events, exhibitions and other public gatherings which are expected to attract a considerable volume of traffic. In addition, the Department of Transport's Traffic Advisory Leaflet 4/11 Temporary Traffic Signs for Special Events gives advice on the circumstances in which these signs may be used, their design, construction and mounting: <http://www.legislation.gov.uk/uksi/2002/3113/contents/made>  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/4393/4-11.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/4393/4-11.pdf)
- Plan of diversion route (if applicable)