



BODMIN TOWN COUNCIL

EVENT MANAGEMENT PLAN GUIDELINES

APPROVAL:

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Revision Date	New Version Number	Summary of Changes



BODMIN TOWN COUNCIL EVENT MANAGEMENT PLAN GUIDELINES

1. INTRODUCTION

Events can enhance community life in Bodmin, but there are potential risks to public safety and adverse environmental effects, dependent on the number of people attending such events, unless proper management is in place.

An Event Management Plan should be submitted three months before any event.

An event plan is a vital document which outlines all the elements of an event. For example:

- Risk assessments
- Crowd management plan
- Medical and welfare plan
- Waste management plan
- Site plan
- Transport management plan
- Communications plan
- Noise abatement plan

2. RISK ASSESSMENTS

Every event organiser, including Bodmin Town Council and Cornwall Council, has a responsibility to ensure that their event is safe. Every event organiser who is using Council land should undertake a Risk Assessment for their activities.

What is a Risk Assessment?

The purpose of a risk assessment is to identify hazards which could reasonably cause harm. Event organisers need to assess what may arise from those hazards and decide on suitable measures to eliminate or control the risks.

All risk assessments will need to consider several elements, including:

- Location
- Nature of the event
- Capacity and crowd movement
- Access/egress, including emergency access
- Parking and transport
- Time
- Duration
- Site design and layout
- Evacuation procedures

3. CONTRACTORS

Contractors could include funfairs, face painters or walkabout performers. The event organiser is responsible for anybody contracted in.

4. TEMPORARY STRUCTURES

Approval of temporary structures will depend on the scale and structure type. It is the event organiser's responsibility to ensure:

- All suppliers supply a signed handover inspection once the structure is completed to say that the structure is safe and ready for use.
- To consider all the health and safety aspects relating to any temporary structure.
- That all temporary structures have a current fire-retardant certificate.

5. ELECTRICAL INSTALLATIONS

All electrical installations, even temporary ones, must comply with the Electricity at Work Regulations 1989. It is the responsibility of the event organiser to ensure a competent electrician signs off the installation before the event starts.

6. STEWARDING AND COMMUNICATIONS

The number of stewards needed will depend on the event location, date, operating times, target audience, planned attendance etc. It is the responsibility of the event organiser to brief and train the stewards on their duties and responsibilities.

An effective communications plan for all staff, including stewards, needs to be established so that they understand how they should share information or report incidents during the event.

7. FIRST AID AND MEDICAL COVER

The [Purple Guide](#) provides a template to help establish first aid, medical and ambulance requirements.

8. FIRE SAFETY

The event organiser must include the risk of fire in their risk assessment. They must show that they have:

- Identified the fire hazards
- Evaluated the risk of a fire occurring
- Considered detection or warning, firefighting, escape routes, signs, lighting etc.
- Identified people at risk
- Removed or reduced fire hazards
- Informed and instructed relevant people and providing training

Any stall selling food must complete a separate fire risk assessment form. These can be obtained from the Facilities Administrator.

9. ANIMALS

It is the event organiser's responsibility to obtain all relevant licenses and registration documents for each animal that is used. The event organiser is responsible for the welfare of all animals under the Animal Welfare Act 2006. This includes the animals' transport, housing, food and how they are displayed to the public.

10. LOST CHILDREN

Bodmin Town Council advises that a plan for helping lost children at events is in place. This should include arrangements for the safe care of children until such time that they can be reunited with their parent or guardian.

11. SITE PLAN

A site plan must be submitted to the Facilities Administrator for all events. The site plan should include:

- Placement of all temporary structures
- Any fencing or barriers
- Emergency exits and assembly points
- Car parking
- Entry and exit points
- Lost child points
- Position of attractions
- Power supply runs
- Vehicle entry points
- Generators or power sources
- First aid points
- All other site infrastructure

An accurate site plan will help the event organiser direct people to the correct part of the site when they arrive to set up and will also help plan how people will enter the site and move around it.

12. TRAFFIC, TRANSPORT AND PARKING

Events may have a large impact on local traffic and parking conditions. This will need to be included in each risk assessment with detailed plans for dealing with traffic and transport. The event organiser should consider:

- How will the target audience travel to the event?
- Car parking
- Traffic management at the event and outside of the event
- Road closures
- Promotion of transport links

13. VEHICLES ON COUNCIL-OWNED LAND

During events, no vehicles are permitted on Council-owned land unless pre-organised and authorised by the Facilities Administrator.

14. WASTE MANAGEMENT

It is essential that all events have a Waste Management Plan in place. Things that need to be considered are:

- How will the site be kept clear of waste?
- How will waste be managed during and after the event?

Cornwall Council's Environment Service can provide, at a cost, a waste collection service.

15. WEATHER

Consider any weather conditions that may lead to an event being cancelled or may cause a risk to infrastructure on the site.

For further information on Event Management Plans, please refer to the Health and Safety Executive's website at: www.hse.gov.uk/event-safety