

# **ORGANISATION**

# **EVENT DATE/S & VENUE**

# EVENT SAFETY MANAGEMENT PLAN

This document covers all events from Village Fêtes to multithousand attendances such as Rock Festivals. Discount sections which do not apply to your event.

# Table of contents

TAE	BLE OF CONTENTS	2
INT	RODUCTION	6
1.0	MANAGEMENT AND PLANNING	6
1.1	Policy	6
1.2	Organisational structure	6
1.3	Roles and responsibility	6
1.4	Coordination	7
1.5	Monitoring and review	7
1.6	Information and training	7
1.7	Event profile	7
1.8	Risk assessment	7
1.9	Licensing (if relevant)	8
1.11	Insurance	8
2.0	VENUE	8
2.1 might	Give the address and a location map of the venue. (A small sketch t well be sufficient, or a Google reference)	8
2.2	Access Routes	8
2.3	Venue or Site Management	8
2.4	Toilet Facilities	9
2.5	Waste Management	9
3.0	EVENT SET UP AND DISMANTLING1	0
3.1	Programme of works1	0
3.2	Contracted services	0
3.3	Due diligence1	0

	es of contractors' Insurance, Risk Assessment and Method Statements be obtained and included in the appendices10
4.0	<b>EVENT SPECIFIC ARRANGEMENTS (IF APPLICABLE)</b> 10
4.1	Car parking10
4.2	Crowd Management10
4.3	Stewarding10
4.4	Cash handling10
4.5	Security
4.6	Stage barriers10
4.7	Pedestrian management barriers 10
4.8	Stop & search barriers
4.9	Sound systems10
4.10	PA announcements & the role of the DJ/MC10
4.11	Temporary structures10
4.12	Information point
4.13	Welfare 10
4.14	Protocols (Plans & Procedures)10
4.15	Food
4.16	Alcohol 10
4.17	Water10
4.18	On site camping11
<b>5.0</b> сом	COMMUNICATION PLAN (HIERARCHY OF MUNICATIONS / SITE COMMUNICATIONS / RADIO)11
6.0	TRAFFIC MANAGEMENT PLAN11
7.0	EMERGENCY PLANNING11
7.1	First-aid and Medical Emergencies11

7.2	Fire and Emergency Evacuation plan	, 12
8.0	MAJOR INCIDENT PLAN & CIVIL CONTINGENCIES.	12
8.1	Command and control	. 12
8.2	Emergency contact numbers	. 12
9.0	INFRASTRUCTURE	13
9.1	Traffic management	. 13
9.2	Structures	. 13
10.0	ELECTRICAL SUPPLY AND DISTRIBUTION	13
10.1	Design and power loads	. 13
10.2	Power generation	. 13
10.3	Mains supply	. 13
10.4	Distribution	. 13
10.5	Portable electrical equipment	. 13
10.6	Inspection and testing	. 13
10.7	Monitoring	. 13
11.0	SOUND, NOISE AND VIBRATION	13
12.0	SPECIAL EFFECTS	13
12.1	Fireworks	. 13
12.2	Smoke effects	. 14
12.3	Stroboscopic lighting effects	. 14
13.0	CONTRACTORS & PARTICIPANTS	14
14.0	MERCHANDISING AND PROMOTIONAL DISPLAYS	14
15.0	INDUCTION & BRIEFINGS	14
16.0	POST EVENT REPORT AND REVIEW	14

17.0	APPENDICES	16
18.0	SAFETY ADVISORY GROUP ASSESSMENT CRITERIA	

#### Note

19

The headings and text set out in this document are intended as a guide and framework for the development of your event specific plan. It follows the guidance and format set out in the Event Safety Guide, HSG195.

You should seek assistance from a person who is deemed 'competent' as described in the Management of Health and Safety Regulations 1999, Regulation 7, in the development of the content of this plan. You may have this expertise within your organisation or business, if not you must seek assistance:

It is essential that you should consult Ribble Valley Borough Council at the earliest opportunity when planning an event. They will help to coordinate consultation with other interested parties which you believe falls within this remit to ensure emergency plans and arrangements are fully considered.

#### Introduction

Write an introductory paragraph about your event.

# 1.0 Management and Planning

#### 1.1 Policy

- 1.1.1 Include a copy of your organisation's Health, Safety and Environmental Policies in Event Plan. Attach it as an <u>appendix</u> to this document.
- 1.1.2 Add any additional comments regarding your organisation's policy here.

#### 1.2 Organisational structure

Provide details of the organisation's management structure for the event, detailing who is responsible for what. This can be done as a list or in the form of an organisation chart.



Attach your organisation chart in the appendices

#### 1.3 Roles and responsibility

Give details of the duties and responsibilities assigned to each role in your organisation chart and the competences required to fulfil these roles. For example:

- 1.3.1 Event Manager
- 1.3.2 Secretary
- 1.3.3 Health and Safety Advisor
- 1.3.4 Head Steward
- 1.3.5 Event Security
- 1.3.6 First Aid
- 13.6 Technical

#### 1.4 Coordination

1.4.1 What arrangements have you made to talk to interested parties, such as Police, Fire & Rescue, Ambulance, Site Owner, Local Council, Residents?

#### 1.5 Monitoring and review

1.5.1 Whilst agencies such as Environmental Health or the Police will monitor your event, it is your responsibility to ensure that all relevant safety legislation is observed. Give details of your safety arrangements, including reviews before, during and after the event.

#### 1.6 Information and training

1.6.1 You must have competent, trained staff (or volunteers). How will you ensure that they are trained and briefed on their role and that they are properly supervised?

#### 1.7 Event profile

- 1.7.1 What is your proposed audience? (Age, club members etc.) Any rival supporters?
- 1.7.2 Detail the opening and closing times for the event.
- 1.7.3 Will alcohol be consumed at the event? If yes, provide details of the arrangements for the sale and control of its consumption.
- 1.7.4 Indoors or out or both?
- 1.7.5 Time of year and potential weather problems?

#### 1.8 Risk assessment

1.8.1 Include photographs of possible hazards.

"Five Steps to Risk Assessment" guidance leaflet is available from <a href="http://www.hse.gov.uk/pubns/indg163.pdf">http://www.hse.gov.uk/pubns/indg163.pdf</a>

1.8.2 What do you identify as risks to your event? If something goes wrong, your assessment will form part of your defence if you face legal proceedings.

List every work activity you need to carry out and assess the risks to the people doing the work or affected by it.

NB: Risk assessments are dynamic documents and must be regularly checked and updated. Any changes must be recorded, with details of what you are doing to make things safer.

## 1.9 Licensing (if relevant)

- 1.9.1 Give details of the Premises Licence or Temporary Event Notice(s) (TENS) applied for and / or granted.
- **1.10** Statement of Intent from Ribble Valley Borough Council's Safety Advisory Group.

The Statement of Intent is a record of the resources and commitment or involvement that any member agency of the Safety Advisory Group has made in respect of your event.

#### 1.11 Insurance

1.11.1 Give details of any insurance policy pertaining to your event.

#### 2.0 Venue

**2.1** Give the address and a location map of the venue. (A small sketch might well be sufficient, or a Google reference).

#### 2.2 Access Routes

- 2.2.1 Entry and Exit for:
  - a) the public / ticket holders etc.
  - b) Delivery Vehicles
  - c) Staff or Volunteers
  - d) Emergency Vehicles

You should include marshalling arrangements, reversing, parking, unloading and / or lifting in this section.

#### 2.3 Venue or Site Management

- 2.3.1 Include site layout drawings and utility drawings
- 2.3.2 Management Structure
- 2.3.3 Policy & Procedures
- 2.3.4 Contact information
- 2.3.5 Coordination and liaison arrangements
- 2.3.6 What is the capacity of the venue? (to the nearest thousand)
- 2.3.7 What disabled facilities do you propose?

#### 2.4 Toilet Facilities

- 2.4.1 How many?
- 2.4.2 Who is providing them?
- 2.4.3 Where will they be sited?
- 2.4.4 Signs
- 2.4.5 Risk assessments

Where a contractor is employed to deliver this service, the contactor must provide the risk assessment and method statements. As the event organiser, you must ensure that the following have been provided:

- Venue/Site specific risk assessment and method statement for the installation, servicing and removal of temporary toilet facilities
- > Chemical hazard and use risk assessment and method statement
- > Biological hazard risk assessment and method statement

In addition, for portable toilets:

- > Manual handling assessment
- 2.4.6 Servicing
- 2.4.7 Disposal of effluent
- 2.4.8 Environmental protection

#### 2.5 Waste Management

- 2.5.1 Details of waste transfer and disposal arrangements
- 2.5.2 Details of litter picking
- 2.5.3 On site collection and storage
- 2.5.4 Re-use and recycling of waste

## 3.0 Event set up and dismantling

- 3.1 Programme of works
- 3.2 Contracted services
- 3.3 Due diligence

Copies of contractors' Insurance, Risk Assessment and Method Statements must be obtained and included in the <u>appendices</u>

# **4.0 Event Specific Arrangements** (if applicable)

In this section insert the details of the arrangements you have made in respect of each subject. If you have additional subjects, add additional items. Include in this section, for example, maps, drawings guidance notes, training records, costs, quotes, letters, risk assessments and method statements

- 4.1 Car parking
- 4.2 Crowd Management
- 4.3 Stewarding
- 4.4 Cash handling
- 4.5 Security
- 4.6 Stage barriers
- 4.7 Pedestrian management barriers
- 4.8 Stop & search barriers
- 4.9 Sound systems
- 4.10 PA announcements & the role of the DJ/MC
- 4.11 Temporary structures
- 4.12 Information point
- 4.13 Welfare
- 4.14 Protocols (Plans & Procedures)
- 4.15 Food
- 4.16 Alcohol
- **4.17** Water

#### 4.18 On site camping

# **5.0 Communication plan** (Hierarchy of communications / Site communications / Radio)

# 6.0 Traffic management plan

# 7.0 Emergency planning

#### 7.1 First-aid and Medical Emergencies

#### 7.1.1 First aid contractor

You must provide the First Aid Contractor with a copy of your Event Plan containing at the very least:

- Your risk assessment
- A plan of the venue
- A programme of events
- · Details of any specific risks or activities.

You must include in this Event Plan, copies of the First Aid Contractor's:

- Certificates of competence for all first aiders employed for the event
- Their Public Liability Insurance
- Their Medical Risk Insurance

#### 7.1.2 First aid risk assessment

The First Aid Contractor must determine the first aid requirements for this event by undertaking First Aid Risk Assessment that takes into account all the information provided by the Event Organiser about the event. This First Aid Risk assessment is attached to the appendices.

First Aid Plan.

A detailed First Aid Plan that contains details of Equipment, Resources and Staffing schedules is required.

#### 7.1.3 NHS notification

It is good practice to notify the nearest Accident and Emergency Hospital and the NHS Ambulance service that there is a large event taking place. This enables A&E & Ambulance Service Managers to ensure they have adequate resources in place if an incident were to happen.

#### 7.1.4 Command and control for First Aid and Medical Emergencies

#### 7.1.5 Communications for First Aid and medical emergencies

- 7.1.6 Location of First Aid facilities
- 7.1.7 Ambulance transfers
- 7.1.8 Accident & Emergency Hospital location

The nearest Accident and Emergency Hospital is: The approximate travel distance and time from the venue is:

#### 7.2 Fire and Emergency Evacuation plan

- 7.2.1 Command and control
- 7.2.2 Fire prevention
- 7.2.3 Raising the Alarm
- 7.2.4 Fire fighting
- 7.2.5 Evacuation plan
- 7.2.6 Primary muster point

  The main assembly point is located at

#### 7.2.7 Secondary muster point

A secondary muster point may be required if advised by the Police that the incident is a disorder, security, terrorist or bomb threat. The location of the secondary muster point is subject to the circumstances of the incident and will usually involve police coordination. This secondary muster point usually features in the Major Incident Plan and it is likely that the incident will be managed in accordance with the Major Incident Plan.

7.2.8 Event specific fire risk assessment

This is attached to the appendices of this plan

7.2.9 Fire Station Location

# 8.0 Major Incident Plan & Civil Contingencies

- 8.1 Command and control
- 8.2 Emergency contact numbers
- 8.3 Include the specific arrangements for the major incident plan, usually prepared by the Local Authority and Emergency Services in the <u>appendices</u>

#### 9.0 Infrastructure

#### 9.1 Traffic management

- 9.1.1 Traffic management Plan
- 9.1.2 Sign Schedule
- 9.1.3 Contractor's details
- 9.1.4 Authorisations for working on the highway
- 9.1.5 Permissions for advertising signs to be placed on or near the highway

#### 9.2 Structures

# 10.0 Electrical supply and distribution

#### 10.1 Design and power loads

#### 10.2 Power generation

- 10.2.1 Fuel
- 10.2.2 Fire
- 10.2.3 Earthing
- 10.2.4 Isolation
- 10.2.5 Environmental protection

#### 10.3 Mains supply

- 10.4 Distribution
- 10.5 Portable electrical equipment
- 10.6 Inspection and testing
- 10.7 Monitoring

# 11.0 Sound, Noise and Vibration

It is accepted that excessive noise causes hearing damage. However it is also accepted that part of the customer experience at music events is to be able to hear and feel the 'music'.

To this end and to ensure a balance is struck between these conflicting requirements, detail the arrangements that have been made to ensure that people working at the event are protected against the effects of excessive noise.

# 12.0 Special Effects

#### 12.1 Fireworks

#### 12.2 Smoke effects

## 12.3 Stroboscopic lighting effects

See <a href="http://www.hse.gov.uk/explosives/fireworks/using.htm">http://www.hse.gov.uk/explosives/fireworks/using.htm</a> and HSE Guide HS (G) 123 - Working together on firework displays

# 13.0 Contractors & Participants

Provide details of contractors, performers, voluntary organisations and others involved in the event. Describe their roles and responsibilities; scope of their involvement. Attach as appendices and include any other relevant information. You must have copies of their site-specific risk assessments and method statements for the work they will be doing for you and copies of their insurance details in the event plan.

#### 13.1 Principal contractor

A principle contractor is a main contractor or organisation that you have appointed to oversee a large part of the work. In many respects the build up and break down of an event is like working on a construction site and many of the management and coordination principles found on a construction site apply.

#### 13.2 Other contractors

Contractors could be employed for many aspects of the event for example:

Marquees, Catering, Electricians, Toilets, Waste, Crowd control, Security, Communications, Temporary access, Fencing, First Aid etc.

# 14.0 Merchandising and Promotional Displays

# 15.0 Induction & Briefings

- 15.1 Fire and Emergency procedure
- 15.2 Inductions
- 15.3 Pre-event briefings
- 15.4 Review meetings
- 15.5 Post event de-brief

# 16.0 Post Event Report and Review

16.1 Date, time and venue

- 16.2 The purpose of the review meeting is to jointly discuss and review the event with a view to continuous improvement. If the event is one that is to be repeated, the post event review is essential.
- 16.3 See the appendices for the post event report notes.

17.0 Appendices

Appendices	Doc Ref.	Document title (with hyperlink)
Appendix 1		
Policy	DOC1	Your organisations Policy documents
Management	DOC2	Roles Responsibilities and delegation of duties
Organagram/Flow	DOC3	A flow chart of your organisational structure
Chart		
Accidents	DOC4	Your accident recording and reporting procedure
Appendix 2		
Event Program	DOC5	List, Table or Gantt Chart (Microsoft Project)
Schedule of works	DOC6	List, Table or Gantt Chart (Microsoft Project)
Communications	DOC7	Communication Plan
Emergencies	DOC8	Emergency plan
Major Incident	DOC9	Major Incident Plan
First Aid	DOC10	First Aid Plan
Appendix 3		
Blank RA form	RA	Blank risk assessment form
General RA	RA1	
Event specific RA	RA2	
Event specific RA	RA3	
Event specific RA	RA4	
Event specific RA	RA5	
Event specific RA	RA6	
Event specific RA	RA7	
Event specific RA	RA8	
Event specific RA	RA9	
Fire RA	RA10	
First Aid RA	RA11	
Activity RA	RA12	
Noise RA	RA13	
Activity RA	RA14	
Activity RA	RA15	
Photos of risks	RA16	
Appendix 4		
Principal Contractor	MS1	
Sub-Contractor	MS2	
Sub-Contractor	MS3	
Sub-Contractor	MS4	
Sub-Contractor	MS5	
Sub-Contractor	MS6	
Sub-Contractor	MS7	
Sub-Contractor	MS8	

Top of Document Table of contents

Appendix 5		
Guidance 1	G1	Reference documents
Guidance 2	G2	
Guidance 3	G3	
Guidance 4	G4	
Guidance 5	G5	
Guidance 6	G6	
Guidance 7	G7	
Guidance 8	G8	
Guidance 9	G9	
Guidance 10	G10	
Appendix 6		
Qualifications	CV 1	CVs, Training, competence and qualifications for key roles
Qualifications	CV 2	
Appendix 7		
Notes	N1	
Notes	N2	
Correspondence	L1	
Correspondence	L2	
Appendix 8		
Incident Form	F1	<u>Incident and accident investigation form</u>
Minutes	F2	Minutes of meetings Template
Competency	F3	Contractors competency questionnaire
Briefings	F4	Briefing Template
Induction	F5	Induction Template

# 18.0 Safety Advisory Group Assessment Criteria

Your Event Safety Plan will be judged against some or all of the points below. Please read them all and select the ones which a reasonable person would accept as being relevant. Feel free to disregard those which do not apply.

- 1. Does this event fall into the category of a 'large event' and require a full Event Safety Management Plan as described in the Event Safety Guide HSG 195 and consultation with Ribble Valley Borough Council's Safety Advisory Group?
- 2. Has the event organiser carried out and recorded the findings of their risk assessment for the event?
- 3. Are the levels of indemnity provided by the event organisers' insurance sufficient?
- 4. Is there a suitable and sufficient fire risk assessment?
- 5. Are there any licensable activities at the event?
- 6. Are the event organisers' insurances valid for the dates of the event and do they have sufficient levels of indemnity?
- 7. Does the event organiser have a written health & safety policy, which is signed and dated within the last 12 months?
- 8. Are there clearly defined and delegated roles and responsibilities for the implementation of the organisations' safety, health and environmental policy?
- 9. Are there any special or extraordinary risks associated with any phase of the event?
- 10. Does the Event Organiser have a health and safety advisor or appointed health and safety consultant advising them?
- 11. Does the event organiser have a procedure in place to ensure that all matters relating to safety, health and environmental issues are properly communicated to and understood by employees, volunteers, contractors and others involved in the event?
- 12. Does the event organiser have systems and procedures in place to ensure cooperation between employees, volunteers, contractors and others involved in the event?
- 13. Does the general risk assessment undertaken by the event organiser assess the suitability of the venue or site and its location for the type of event proposed?
- 14. Does this risk assessment consider on-site and off site risks?
- 15. Has the event organiser been provided with risk assessments, method statements and the public and employers' liability insurance documents from all contractors involved in the event?

- 16. For all temporary structures erected for the event, does the event organiser have copies of risk assessments and method statements from their contractors and suppliers?
- 17. Have these special or extraordinary risks been assessed, and adequate arrangements made for their proper control?
- 18. Do the toilet and welfare arrangements cater for disabled people and baby-changing?
- 19. Are the arrangements made for the safety and security of persons handling and transporting cash adequate?
- 20. Are there arrangements in place to prevent crowd crushes and crowd surges?
- 21. Are toilets located in a position that facilitates servicing and cleaning without the need for vehicles to move in crowds?
- 22. What servicing and maintenance provision has been made for toilets?
- 23. Does the Event Organiser have clear rules about the use of portable electrical appliances or generators?
- 24. Does the event organiser have copies of the food hygiene certificates and insurances for all catering providers?
- 25. If it is intended to hold a firework display, has a competent contractor or person provided details of insurance, risk assessment and safety plan in accordance with HSG 123?
- 26. Has the Event Organiser got clear rules about the movement of vehicles on the event site whilst the event is open to and occupied by the public?
- 27. Has the event organiser provided all contractors with a copy of their risk assessment, site rules, site plan and an agreed schedule of works?
- 28. Has the event organiser undertaken a suitable and sufficient general risk assessment for the event?
- 29. How has the number of toilets and other welfare facility requirements been determined?
- 30. How has the number of stewards required been determined?
- 31. How was the occupant capacity determined?
- 32. Does the event organiser have arrangements in place to prevent the event exceeding its occupant capacity?
- 33. Has the Event Organiser got clear arrangements in place to manage car parking?
- 34. Is there a clearly defined organisational and management structure for the team running the event?

- 35. Is there a plan and sequence of works for the setting up and breakdown phases of the event?
- 36. Is there a schedule of works for each phase of the event, build up, event and break down?
- 37. Is there a system and procedure in place to audit the event organiser's Event Safety Management Plan to ensure that it is effective and to identify improvements?
- 38. What are the arrangements for entry gates into the event?
- 39. What are the arrangements for two-way radio communications?
- 40. What are the arrangements for waste collection and disposal?
- 41. What arrangements have been made for a supply of clean drinking water?
- 42. What arrangements have been made for entry to the event to prevent long queues and disruption of the highway?
- 43. What systems and procedures are in place to monitor health and safety compliance and performance by contractors and the event staff?
- 44. Has the Event Organiser made arrangements for health and safety performance be monitored and reviewed?
- 45. Who is responsible for setting and firing the firework display?
- 46. Who is the waste disposal contractor?
- 47. Does the Event Organiser have clear arrangements for the management and monitoring of over night on-site camping?
- 48. Electrical installation work, tests and inspections, distribution: Give details of risk assessment, inspection and certification.
- 49. Does the Event Organiser have clear rules about the setting and use of open fires and barbeques?
- 50. Does the Event Organiser have clear rules about the use and storage of Liquid Propane or Butane Gases
- 51. Has the Event Organiser consulted with Fire and Rescue service?
- 52. Has the Event Organiser determined that all marquees and made up textiles used in marquees at the event are fire retardant?
- 53. Has the Event Organiser got a safety plan for the firework display that meets the minimum requirements set out in HSG 123?
- 54. How has the number of emergency exits required for each structure been calculated?
- 55. Is the number of exits suitable for the structure and occupant capacity?

- 56. Is there a plan of the venue and structures showing the location of emergency exits, signage and fire fighting equipment?
- 57. Is there a suitable and sufficient Fire Plan that is adequately resourced for the event?
- 58. In the event of a fire, what arrangements for raising the alarm?
- 59. Has the fire risk assessment been carried out by a competent person?
- 60. Does the Event Safety Management Plan meet the requirements of the four licensing objectives as stated in the Licensing Act 2003?
- 61. Does the Event Safety Management Plan contain suitable arrangements to satisfy the requirements of the Premises Licence or TEN application?
- 62. Has a premises licence been applied for?
- 63. Has a Temporary Event Notice been applied for?
- 64. If there any licensable area or structure with a TEN capable of holding more than 499 people how will the numbers in this area be effectively controlled?
- 65. If there will be the sale of alcohol, has this been licensed?
- 66. Is there adequate insurance indemnity for the firework element of the event?
- 67. Where individual TENs have been applied for, is there any licensable area or structure with a TEN capable of holding more than 499 people?
- 68. Are the qualifications of the staff providing first aid and medical expertise suitable and sufficient?
- 69. Does the first aid contractor have suitable and adequate medical insurance cover?
- 70. Has a helicopter landing area been identified? Has a helicopter landing procedure been included in the emergency plan?
- 71. Has the First Aid provider been provided with a copy of the event risk assessment?
- 72. Has the First aid provider presented the event organiser with a first aid plan for the event?
- 73. Has the NHS and Ambulance Service been consulted?
- 74. How has the first aid and medical resource required for the event been calculated?
- 75. What arrangements have been made for first aid at the event?
- 76. Are there event staff with CRB checked status to deal with lost children? Does the plan provide suitable arrangements for dealing with lost children?

- 77. Are there sufficient competent stewards and SIA licensed staff to effectively manage all aspects of crowd safety?
- 78. Are there sufficient numbers of stewards to ensure adequate rest breaks and duty changes without reducing the numbers of stewards on duty?
- 79. Does the event have a clear admissions and ticket policy?
- 80. Does this event affect the public highway?
- 81. Has the access to and from the parking areas been included in the traffic management plan?
- 82. Have adequate arrangements been made for the safe deposit and security of cash?
- 83. How many SIA accredited security stewards will be employed at the event?
- 84. How will ticket forgery and overselling be prevented?
- 85. How will you protect these emergency access routes against indiscriminate parking?
- 86. Is there a suitable traffic management plan contained within the Event Safety Management Plan?
- 87. What arrangements have been made to control the number of people attending the event?
- 88. What contingency arrangements have you made to cope with excess numbers of visitors arriving?
- 89. Has a competent Traffic Management Company been employed to set up, maintain and remove the traffic management for the event?
- 90. Has the Traffic Management Plan been authorised and approved by the Highway Authority?
- 91. Has a competent person designed the Traffic Management Plan?
- 92. Will the Traffic management Plan require active Police involvement?
- 93. If the event has an impact on any motorway network or primary traffic route, have the Highways Agency and relevant Highway Authority been consulted?
- 94. If the event has an impact on any railway network or crossing, has the Railway Authority been consulted?
- 95. Are there clearly defined emergency access routes and rendezvous points for the event?
- 96. Are there contingency plans in place for failure of the two-way radio communication system?
- 97. Does the Event Organiser need to meet formally with the Ribble Valley Borough Council Safety Advisory Group?

- 98. Does the Event Safety Management Plan contain a layout plan of the site?
- 99. Does the Event Safety Management Plan contain a programme for the event?
- 100. Does the Event Safety Management Plan contain a suitable Transport Plan?
- 101. Does the Event Safety Management Plan contain details of the expected or known audience profile likely to attend the event?
- 102. Does the Major Incident Plan clearly delegate responsibility for the implementation of the Major Incident Plan?
- 103. Does this event need special arrangements for public transport?
- 104. If the Safety Advisory Group has made a Statement of Intent has it been included in the Event Safety Management Plan?
- 105. Has a suitable area been identified at the event for drop off and pick up points for public transport?
- 106. Has the Event Organiser appointed someone responsible for dealing with media enquiries?
- 107. Has the Event Organiser got wet weather contingency plans contained within the Event Safety Management Plan?
- 108. Has the event organiser held planning meetings with the Ribble Valley Borough Council Safety Advisory Group including all interested parties, police, fire and rescue, ambulance, local authority etc?
- 109. Has the Major Incident Plan been validated by the Safety Advisory Group?
- 110. Have all the emergency services been consulted and informed about the access routes and rendezvous points?
- 111. Have the Police and Highways Authority been consulted on the suitability and sufficiency of the Traffic Management Plan?
- 112. How has the number of parking spaces been calculated?
- 113. Are the admissions and ticket policy detailed in the Event Safety Management Plan?
- 114. Is there a communication plan within the Event Safety Management Plan that clearly sets out the policy and procedures for effective communication throughout all phases of the event?
- 115. Is there a Major Incident Plan contained within the Event Safety Management Plan?
- 116. Is there an agreed media policy?
- 117. Is there an Event Safety Management Plan for this event?

- 118. Is there an ordnance survey map showing the geographical location of the event site?
- 119. Is there sufficient numbers of stewards for the size and duration of the event?
- 120. Is there sufficient parking for vehicles associated with the event itself?
- 121. What arrangements have been made for people with special needs including access and car parking?
- 122. What is the maximum occupant capacity of the venue for this event?
- 123. What is the waste contractor's waste transfer licence number?
- 124. Has a Major Incident Plan been prepared?
- 125. Do the people involved in the preparation and implementation of the Event Safety Management Plan have the mixture and balance of knowledge, experience, skills and, if relevant, qualifications to do their work safely and without risks to health?
- 126. Does the Event Safety Management Plan have a drugs and alcohol policy for the event?
- 127. Where recorded or live music is featured at the event or any activity that will create potential nuisance noise, has the Event Organiser arrangements in place for the monitoring and control of the noise?
- 128. Has the Event Organiser carried out a noise risk assessment for those people working at the event and are there clear arrangements in place to protect them from exposure to excessive noise?
- 129. Has the Event Organiser made clear arrangements for the prevention of pollution, and emergency arrangements to control pollution arising from the event?
- 130. If there are pressure systems in use at the event, such as steam engines, has the Event Organiser received copies of the certificates of thorough inspection and tests and insurance documents?
- 131. If there are lifting operations taking place at the event, has the Event Organiser received copies of the lift plans, certificates of thorough examinations of lifting equipment and insurance documents?
- 132. Have the premises or land been granted planning permission for the proposed event?
- 133. Has the use of land or premises exceeded the permitted number of events allowable under planning legislation?
- 134. Is there reason to object to this event on planning grounds?