***NOTE – This template can be used to support the planning and delivery of a safe event. To be used as general guidance only to provide a structure for the areas you should consider. Further guidance on firework displays and good practice is available within Members Resources on Scout.org.uk***

***Add details relevant to your event and ensure the prepopulated information is correct for the arrangements you have made. Ensure all those involved with the running of your event are aware of the content of this document and their role during an incident.***

***The author of this template takes no responsibility for the safety of your event. The template is suitable for local groups, for large events professional guidance should be considered.***

???? Scout Group

Firework Display

[Add Date]

[Add Venue]

**Event Management Plan**

|  |  |
| --- | --- |
| **Version** |  |
| **Date** |  |

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# **Section A – Event Management Plan Details**

## Plan Production and Control

**Author**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Signature** | **Version** | **Reason / Change** | **Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Approved by**

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **Date** |
|  |  |  |
|  |  |  |

## Distribution List

|  |  |  |
| --- | --- | --- |
| **No** | **Name** | **Role** |
| 1 |  | Lead person responsible for Health and Safety |
| 2 |  | Organiser |
| 3 |  |  |

## Plan Aim and Objectives

**Aim**

To provide an overview of the event planning, and detail actions that will be taken in case of incidents that could impact on the safety of the event.

**Objectives**

* To document the planning arrangements
* To facilitate the running of a safe and enjoyable event
* To provide guidance for organisers and staff to deal effectively with unforeseen problems that may occur

## Event Planning

This Event Management Plan documents the considerations and arrangements put in place to ensure that the risk to those involved is minimised. A Risk Assessment for this event has been developed. A copy of the Risk Assessment is available *in Appendix A.*

# **Section B – Specific Event Details**

## Event Outline

**Date:** ??

**Timings:** ??

**Type of Event:** Fundraising event.Games, food stalls, BBQ, bonfire and firework display.

**Venue:** ??

**Expected Numbers:** Based on previous years - ????  
Note – bad weather will reduce the number of people attending.

**Capacity:** There is no limit to the number of people that can come onto the site.   
Car park capacity is limited and will be reduced in bad weather.   
Alternative on-street parking is available in the village.

**Age Profile:** All age groups attend. The event is aimed at a family audience.

**Previous Events:** This event has been run in a similar format for many years at this venue.

**Event Control:** The planning team is formed from committee members and leaders of   
??? Scout Group. [Add named person] has overall control of the event.

**Emergencies:** Should an emergency occur during the event the following people will convene to manage the response and delegate tasks to others as required.

* [Add named person]
* [Add named person]

## Equality Impact Statement

The event is open to all, providing tickets are purchased in advance or on the gate.

The venue is a field and depending on the weather conditions on the day, and the week before, the terrain may be difficult for wheelchair users or those who are less mobile.

A disabled toilet and parking will be available.

## Event Activities and Schedule

The Firework Event will be open to the public from [Add times].

**Activities include:**

* BBQ
* Refreshment sales
* Stalls – cakes, tombola, spin the wheel, hoopla, coconut shy, etc.
* Bonfire
* Fireworks

**Event Schedule:**

|  |  |
| --- | --- |
| Time | Activity |
| **Friday 4th November** | |
| Tbc | Pick up van and load equipment at the scout hut |
| **Saturday 5th November** | |
| 09:00 | Set up on the field:   * Put up stalls * Build fire * Lighting * Toilets * Signage * Tannoy |
| 17:00 | Volunteers arrive, provided with fluorescent jackets, money floats, etc and briefed. |
| 18:00 | Open to the public |
| 18:30 | Bonfire lighting |
| 19:15 | First Firework display |
| 20:15 | Second Firework display |
| 21:30 | End of event  Clear down all equipment and tents and load van  Money taken off site for counting and secure storage |
| **Sunday 6th November** | |
| 10:00 | Clear up field  Equipment cleaned at Scout Hut and packed away |

## Event Staffing

Staff for the event are made up of volunteers who have an association with the Scout Group. These include leaders, parents, committee members, explores and supporters.

Roles include:

* Setting up and packing away the field/activities
* BBQ – cooking, serving and taking money
* Stalls
* Gate – pedestrian and car entrances. Collecting money and directing
* Firework lighting
* Marshalling of restricted areas – bonfire, firework lighting area and back of BBQ
* Car park marshal
* Money counting

## Crowd Management

**Access:** Vehicle and pedestrian entrances are separated and marshals will be situated on the gates to direct attendees.

Marshals will direct traffic and pedestrians leaving the site.

The entrance/exit routes will be well lit and clearly signposted.

**Restricted areas:** Prior to the start of the event, the bonfire and firework lighting area will be fenced off to ensure spectators are kept at a safe distance. These areas will be patrolled by marshals once the bonfire has been lit.

The rear of the stalls and BBQ area are fenced off and access is prohibited to the public.

## Security

No equipment or money will be left unattended on the site during the day or evening. Some equipment (eg tents, toilets, bins) will be left on the site overnight following the event. There will be no physical security monitoring of these.

Money handling has been considered. The stalls need to have money / change available. This will be collected at the end of the evening and secured in a vehicle. Money collected from ticket sales on the gate will be collected periodically during the evening and secured in a vehicle.

At the end of the evening, all money taken will be counted and deposited securely.

## Communications

**Tannoy** A tannoy system will be available to pass messages to the public. This will be based near the stalls.

**Mobile phones:** Mobile phones will be used to communicate between event organisers in the various locations around the site.

**Radios:** Hand held radios are used to communicate between key roles (firework lighting team / Stewards / First Aid).

## Car Parking

There is only one access point to the site and this will be used by vehicles and pedestrians. Marshals will direct cars into the limited car parking area and will ensue that the designated pedestrians and cars routes are maintained.

As in previous years, the car park may become wet and muddy if there has been rain. 4x4 vehicles will be available to tow any stuck vehicles from the field.

Access to the car park may be restricted depending on the conditions. Alternative parking is on-street in the village.

Disable parking will be available.

## Firework Management

Personnel responsible for managing the firework displays are trained and are briefed on the night by [add name] in line with weather conditions.

Firework displays will be at [add times] hrs.

The Risk Assessment contains more details on how this aspect of the event is managed.

Note – if a Contractor is used for fireworks, a copy of their Risk Assessment should also be attached. If category 4 fireworks are used, you must ensure that those running the display are fully competent to do so.

## Notifications

The following organisations have been notified of the event.

* Civil Aviation Authority – Notification via form DAP1918: Notification of Outdoor Laser, Searchlight, Firework, Helium-Filled Toy Balloon or Sky Lantern event
* Norfolk Police - HQ Falconers Chase, Wymondham & local station if requesting support
* Norfolk Fire and Rescue Service – HQ
* East of England Ambulance Service NHS Trust – HQ, Hellesdon
* [Add any relevant neighbours including animal shelters, stables etc.]

## First Aid

The first aid provision at the event is being supplied by [add details]. The first aid point will be well marked and based near the stalls.

## Fire Precautions and Equipment

Appropriate fire extinguishers will be available and located near the BBQ stall.

## Waste Management Policy

Wheelie bins will be hired in for the event and located around the field. These will be collected by the contractor after the event.

There is no provision to collect recyclable materials separately. Following the event the site will be cleared of all litter.

## Toilets

Portaloos will be hired from [add contractor] for the event and located near the stalls.

There will be one standard toilet and one disabled. These will contain hand washing facilities. Lighting will be provided to the toilets.

Toilets will be delivered on ?????? and collected on ???????

## Noise Management

Noise nuisance during the event will be minimal with the exception of during the two firework displays. The location is on the edge of the village with houses on one side only. Local liveries and animal sanctuaries have been notified of the event.

There will be two firework displays during the evening. The first show is earlier in the evening (19:15 hrs) and is designed to be quieter for younger attendees. The second display is at 20:15 hrs so will not be during unsociable hours.

There will be no loud music at the event.

## Lighting

This stalls, BBQ area, toilets and main gate will all have lighting. This will mostly be strip lighting with the power provided by generators.

The remainder of the site will be unlit.

# **Section C – Emergency Procedures**

## Emergency Management Response

Should an emergency occur during the event the following people will convene to manage the response and delegate tasks to others as required.

* [add name]
* [add name]

Providing it is safe, the on-site emergency response will be coordinated from [add location].

If the external emergency services attend, they will be met at the main gate and directed to the on-site response team.

## Incident Triggers

The type of emergency that would trigger the Response Team convening are:

* Death member of the public or volunteer whist engaged in the event
* Serious injury, or potential serious injury to a member of the public or volunteer whist engaged in the event
* Lost person (inability to contact for an appropriate period of time)
* Loss of control of the bonfire
* An emergency affecting the whole site and potentially all or significant number of participants. Examples could be:-
  + Extreme weather
  + Site evacuation
  + Security incident or threat

## Role of the Emergency Response Team

The team will gather and record all details relevant to the emergency and take the necessary actions to minimise the effects and prevent escalation. Additional people will be designated tasks as/if required.

The priority for any emergency will be to ensure people are safe.

Evacuation Evacuation of the public – directed via tannoy system.   
Depending on the situation this may be just away from the immediate area or off site. Staff/Volunteers can be directed to [add safe location].

Injury Provision of first aid and additional medical care/assessment if required.

The team will:

* Record decisions made and actions taken – with times
* Liaise with Emergency Services
* Direct actions required
* Provide communication and guidance to volunteers and public as required
* Manage any media liaison
* Inform necessary authorities

# **Section D – Appendices**

## 

Appendix A – Event Risk Assessment

Appendix B – Risk Assessment from Firework contractor (if appropriate)

Notes – Things to consider in your risk assessment:

* General
  + Adult stewards in HiViz (one for every 250 spectators, minimum of 2)
  + Firefighting equipment available
  + First Aid provision
  + Spectators not to bring own fireworks (including sparklers)
  + BBQ area roped off
  + Money stored at venue
* Bonfire
  + Fenced off to keep spectators at a safe distance
  + Away from overhead powerlines and trees
  + Check for animals prior to lighting
  + Safety clothing
  + Control of dangerous rubbish such as aerosols
  + Putting the fire out
* Fireworks
  + Use of a contractor
  + Training and experience if using category 4 fireworks
  + Safety clothing
  + Safe distance from spectators
  + Storage prior to event and during
  + Car parking

This list is a guide only and is not exhaustive.