



**OXFORDSHIRE
COUNTY COUNCIL**

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Working for you



EVENT PLAN



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Introduction

Aim

Objectives

Contingency Arrangements

Section One - Event Organisation

Information

- What is the event?
- Where and when does the event take place?
- Who is likely to attend the event?
- How many people are likely to attend the event?

Roles and responsibilities

- Event Organiser
- Event Safety Officer
- Stewards
- Police
- Ambulance Service
- Fire & Rescue Service
- Emergency Planning Unit
- Port Authorities

Site Management

- Site design
- Site rig up & de-rig timescales
- Concessions sitting
- Alcohol / non alcohol areas
- VIP arrangements
- Signposting
 - Directional on roads
 - Site signposting
- Refuse collection

Marketing and PR

- Marketing Plan
- PR Plan
- Evaluation plan

Budget

- Budget
- Cash flow

Insurance

- Event
- Public liability
- Self employed staff cover
- Contractors

Section Two - Event Management

Event Control

- Location
- Opening Times

Opening and Closure of the Event

- Crowd Profile
- Crowd Management
 - Entry and exit points
- Crowd Capacity
- Steward Ratio
- Crowd Control Barriers

Communications

- Public Address System
- Communications Briefing

Steward Management

- Briefings
- Use of operational manual
- Clothing and ID

First Aid Provision

Security

- Cash storage
- Staff/performers ID

Traffic management

- Road Closures
- Car Parking
- Coaches
- Public Transport
- Pedestrian routes

Arrangements for the Disabled

- Viewing points
- Car parking
- Access in and out of events

Lost Children Point/s

Lost property points

Noise management

Section Three - Risk Assessment

Section Four - Emergency Management Procedures

Untoward Incidents

Emergency Situations

Fire Hazards

Bomb Threats

Suspicious Packages and Vehicles

Evacuation Procedures & Assembly points

Public Information

Section Five - Major Incident Procedures

Overall Co-ordination

Local Authority Response

Emergency Access/Egress Routes

Cordons

Section Six - Media Handling

Appendix A Programme of Events

<i>Time</i>	<i>Location</i>		<i>Action</i>

Appendix B Site Plans

- Plans and maps of event

Appendix C Emergency Situation Response Plan

- Step by step plan of emergency response

Appendix D Emergency Exits Site Plans

- Site plan showing emergency exits

Appendix E Telephone Directory & radio call list

Name	Event role	Location	Mobile Telephone No.	Radio Call sign

Appendix F Risk Assessment

Activity/situation:					
Venue:		Assessment date:			
Area:		Assessment review date:		By:	
Safety Advisory Group Members		Version number		Signed off by SAG	Date

Task	Hazard	Persons at risk	Severity	Likelihood	Risk Factor	Existing controls	Additional controls

Assessor name:			Date:	
Verifier (as necessary):				

Severity x Likelihood = risk factor

Severity	Likelihood	Risk Factor	Action
1 - trivial injury	1 - remote	1, 2	No action / low priority
2 - minor injury	2 - possible	3, 4	Low priority
3 - "3 day injury"	3 - likely	5, 6	Medium priority
4 - major injury	4 - highly likely	7, 8	High priority
5 - death	5 - certain	8 - 10	Urgent action

Appendix G Reporting a Lost Person

Appendix H Road Closures

Appendix I Car Parking and Traffic Management Plan

- Car Parking
- Signage
- Monitoring
- Security

Appendix J Overall Steward Requirements

Location	Day	Time	Steward reference	Radio call	Remarks

Appendix K

Organisational and Safety Action Plan

Minute by minute guide to the event to be managed by safety officer

<i>Date</i>	<i>Time</i>	<i>Location</i>	<i>Action</i>	<i>By</i>	<i>Done</i>