



EVENT MANAGEMENT PLAN

EVENT NAME	WAKERING VILLAGES CHARITY CAR SHOW
EVENT LOCATION	PARISH RECREATIONAL GROUND, LITTLE WAKERING ROAD, LITTLE WAKERING SS3 0JW
EVENT DATE	MONDAY 31st AUGUST 2026
ORGANISATION	MR GORDON CUNNINGHAM
VERSION NUMBER	1
DOCUMENT LAST UPDATED	27 th January 2026

How to use this Event Management Plan (EMP) Template

The EMP template has been produced to assist event organisers in developing their own Event Management Plan. Use of this document as a guide will help organisers to ensure that all safety aspects have been considered.

The EMP template has been designed to cover all types of events, from small fetes with less than 500 people in attendance, up to large music festivals with upto 8,000 attendees. This means that some of the information that the template asks for may not be relevant for your event. Where this is the case, please just answer that section with "not applicable". In each section, guidance notes/prompts are included to indicate the issues to be considered.

This template is designed to be completed alongside other guidance, in particular 'The Purple Guide' which provides guidance on all aspects of event management and planning and can be viewed or downloaded for a small subscription fee at <https://www.thepurpleguide.co.uk/>. Relevant guidance can also be found via the Health and Safety Executive website at <https://www.hse.gov.uk/event-safety/running.htm>. You can also find advice on organising an event on the Council's website at <https://www.rochford.gov.uk/beer-and-entertainment/outdoor-events> .

Completed Event Management Plans should be sent to licensing@rochford.gov.uk. Following submission of your event management plan, you may be invited to attend a meeting of the event Safety Advisory Group (SAG) to discuss the event and answer any questions that the emergency services or the Council may have.

For events involving 500 to 8,000 people a minimum of 3 months' notice should be sought, although we would encourage you to contact us at least 6 months before the event.

For events with more than 8,000 people a minimum of 6 months' notice should be sought, although we would encourage you to contact us at least 12 months before the event.

N.B. Ensure your event management plan is submitted in line with the timescales set out above.

In each section, guidance notes/prompts are included to indicate the area to be considered.

The plan should be developed/amended alongside other guidance including 'The Purple Guide'

Please note that the headings in this template are by no means exhaustive. If the event organiser considers a part of their event ought to be detailed in the plan, then it should be added. Also note that not all parts of the template may be relevant for every event. Where this is the case, please write "Not applicable" in the text box.

On completion, it is recommended that the plan is thoroughly read through, and perhaps checked by a person who has not seen the plan before.

For further information or assistance with completing this template please email the Licensing team via licensing@rochford.gov.uk

Information is disclosed in confidence for the purposes of the Safety Advisory Group meeting.

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1. Event Management

1.1. Event Overview

Event description

A static display of classic and vintage cars

Location

The Parish Recreational ground, Little Wakering Road, Little Wakering, SS3 0JW

Description of the site and surrounding area

Simply the recreational ground (see plan attached)

Dates and duration

Open to members of the public from 13:30 to 15:00 on Monday 31th August 2026
Volunteer organisers arrive at 0800 and bring 1st aid caravan and gazebo (2 metre square).
More volunteers arrive at 10.00
briefing shortly after litter bins placed around site. 1100 cars start to site. 12:30 to 13:00
vehicles arrive and marshalled into position 13:30 show opens, closes 17:00
Volunteer organisers tidy up site and leave and lock gate

Entrance/exit points

Vehicle entrance along the side of the Castle Inn pub, including public entrance. Additional public entrance at the opposite end from Havenside Close. Residential property backing on to the East and South flank, open Fields to the West, Pub to the North

Expected capacity

Approximately 80 static vehicles, owners and unlikely to exceed 800 over the duration of the show. Public parking not included in event or on site.

Audience profile

Profile of our audience are mainly middle-aged upwards adults with an interest in classic and vintage cars. Marshalls will be roving the field at all times.

Event organisers

Mr Gordon Cunningham. Co-organiser of previous car shows at same location on site

Mr Mike Steptoe Previous car show on site Rochford District Councillor Southend Carnival

1.2. Key Event Management Contacts

Populate the following table with the names, roles, responsibilities, and contact details of the key people involved in organising your event. Add more lines if necessary.

Any event should always have one person who is ultimately responsible for all aspects of the event. Depending on the nature and scale of the event a number of other people will have key tasks and responsibilities allocated to them but will report to the event organiser.

Name	Role	Responsibility	Contact details (email and mobile) & radio channel (if radio allocated)
Gordon Cunningham/Kevin Glover	Joint Event Organisers	Overall responsibility	07817556855 gscunningham65@gmail.com
Gordon Cunningham	Production	All event infrastructure, ordering, delivery timings, etc	

Gordon Cunningham	Volunteer Coordinator	Volunteer recruitment, training, and event day management	
Gordon Cunningham	Steward Coordinator	Recruitment, training, and event day management	
Gordon Cunningham	Health and Safety Coordinator	Risk assessments, legal compliance, fire points, site inspections, first aid provision	
The Castle Inn	Welfare	Toilets and washing facilities	01702216521
Event team	Waste Management	Organisation of waste, clearance and recycling	
Event team	Security	Guarding against damage, theft, unauthorised access, outbreaks of disorder	
Mike Steptoe	Liaison	Parish Council & County Liaison Officer	RDC

1.3. Event Contractor Contacts – Other

Populate the below table with all the other key contacts for your event.

You as the event organiser should start collating the details of all people that will have some involvement with your event. This could be event suppliers, stallholders, emergency contacts, council contacts etc. While it is not necessary that we (the Council) have this list, it is important that you create comprehensive list for your own use. This helps with your event planning and event management on the day.

Suppliers (marquees, catering, lighting, electrical, amusements, etc)

Company	Contact Name	Service Provided	Contact Details (email and mobile)	Notes
The Castle Inn	Mr Michael Todd	Toilets, washing facilities, refreshments and food all on separate licenced premises on adjoining site	01702216521	
Authorities (fire, police, first aid, Council, etc)				
Organisation	Contact Name	Phone Number	Email	Notes
Attractions, artists and entertainment				
Company	Contact Name	Service Provided (incl. details of celebrity/famous acts performing or attending)	Contact Details (email and mobile)	Notes
None				

1.4. Organisational Structure

Create a simple organisational structure below.

The organisational structure will help everyone involved with your event to understand who is responsible for what. It is also an essential part of your emergency response planning. If there is an incident, your staff and the emergency services will need to know who is in charge.

The *example* below is a very simple structure. Make sure your organisational structure shows the levels of command and how things will be communicated up and down these levels. Please remember to delete the content in the structure chart below and add your own text that you think applies to your own event.

Organisational Structure					
Emergency services – Police, Fire, Ambulance					
		Event Organiser			
Security manager	Safety manager	Production manager	Artist manager	Volunteer manager	

*** Please delete the content and add your own text that you think applies to your own event

1.5. Programme & Production Schedule

Please populate the below production schedules.

It is important that you produce and document an event day programme; this not only helps your event management on the day but also allows you to promote your programme to your audience prior and during the event.

A production schedule is also an essential element in successful event management, it ensures tasks are done on time and not forgotten, with so much to think about it is easy to forget things if you don't document each and every task. Regardless of the scale of the event you should document what needs to be done prior, during and after the event to ensure all tasks are carried out in a timely manner. A simple production schedule that can be used is provided below with an example in each.

Schedule – Prior to event day							
Date	Task	Start	Finish	Resources/ who	Notes	In hand	Complete
March 2026 PLI quotes y	PLI quotes	March 26	May 26	Gordon Cunningham			
April 26	Sponsors approached	May 26	June 26	Gordon Cunningham			
April 26	Volunteers conformed and initial briefing	May/June 26	June 26	Gordon Cunningham			
June/July 26	Programme production, stickers and courtesy leaflets given to local residents	June 26	July 26	Gordon Cunningham			
January 26	Application to RDC submitted	February 26	TBA	Gordon Cunningham			
August 30	Pre date site inspection including grass cutting		Aug 26	Gordon Cunningham			
August 30	Confirm H & S equipment & facilities in place	August 26	Aug 26	Gordon Cunningham			
Schedule – Event day							
Date	Task	Start	Finish	Resources/ who	Notes	In hand	Complete
31 Aug	Final site inspection, clearing litter/obstructions if necessary, confirm facilities with The Castle inn, erect gazebo, ensure first aid	0800	10:00	Gordon Cunningham			

	facilities. Distribute waste bins, check safety equipment etc						
31 th August	Volunteer roll call and final briefing, allocate safety equipment, hi vis etc	11:00	11:30				
Schedule – Post event							
Date	Task	Start	Finish	Resources/ who	Notes	In hand	Complete
31 Aug	Ensure all vehicles off site, litter cleared, bin cleared all equipment collected and off site	15:30	16:30				

1.6. Event/Entertainment Programme

You can use the below table as a template to develop a run sheet for your event.

A run sheet is a useful tool when your event has multiple activities occurring across the day at different locations within the event site. For example, you may have a stage, arena area and walkabout entertainment. Therefore, it's important you programme all the activities in a sensible and logical manner to make the event flow for your audience. For example, you could

programme an arena act to start shortly after a stage act has finished, this gives time for a stage changeover without a total absence of entertainment to keep your audience entertained. Run sheets can be as detailed as seconds for a stage production, however for smaller outdoor events increments of between 5 and 15 minutes usually works well. An example of a basic run sheet is provided below. Please detail here the types of entertainment which are planned for your event, including the times and locations. *But please remember to delete the contents and add your own that applies to your event.*

Please note that often a separate stage run sheet should be developed that is in minute increments, this helps to ensure a professional and seamless stage programme is presented.

Stage and arena programme							
	Act / Event	Act / Event	Act / Event	Act / Event	Act / Event	Act / Event	Other / Notes
Time							other
12:00							
12:05							
12:10							
12:15							
12:20							
12:26							
12:30							
12:35							
12:50							
12:55							
12:50							
12:55							
13:00							

***** Please delete the content and add your own text that applies to your event *****

2. Licensing

Some events will require either a premises licence or Temporary Event Notice (TEN) due to having licensable activities – sale of alcohol, late night refreshments or regulated entertainment (entertainment provided to an audience for the purposes of entertaining them eg. play, sporting event, live/recorded music etc). Please refer to the Council’s website for more information about www.rochford.gov.uk/licensing .

If you are planning an event with market stalls (buying or selling), you may require a licence. Please refer to the Council’s street trading website for more information about www.rochford.gov.uk/licensing.

List any license details here:	
Premises Licence details	Not applicable as all facilities to be provided off site by The Castle Inn
Temporary Event Notice (TEN) details	
Type of entertainment provided	None
Is alcohol being sold or supplied?	No
If your event will include market stalls, please provide details	None

3. Health and safety

The Health and Safety at Work Act 1975 <http://www.hse.gov.uk/legislation/hswa.htm> is the primary piece of legislation that covers health and safety at work. Even if you are a community organisation with no employees, it is still your responsibility to ensure that your event and any contractors are operating legally and safely. To this, it is essential that you address the following headings to ensure that you have taken all steps that is reasonably practical to ensure your event is safe and complies with all health and safety law and guidelines.

As an event organiser, you must appoint a competent person or people to help you meet your health and safety legal duties. This can be yourself, an employee or someone outside your business. But remember, whoever you appoint, they should have the necessary skills, knowledge and experience to be able to recognise hazards during the setting up, breaking down and attendance at the event and they should help you put the necessary controls in place for each phase of the event to protect people from harm. For more information about

appointing a competent person, please refer to the HSE (Health and Safety Executive) guidance at <https://www.hse.gov.uk/simple-health-safety/gettinghelp/index.htm>.

3.1. Risk Assessments and Management

Please see attached

The risk assessment process is not an option when planning an event, it is an absolute necessity. Links to useful guidance are provided on this form that will lead you through the risk assessment process. It is important that a risk assessment is not just something you do because it is a legal requirement; it is the single most important tool to ensure you cover all health, safety and planning aspects of your event. A risk assessment is a 'fluid' document that should be developed early on, constantly monitored, adjusted as necessary and shared widely with internal and external stakeholders.

The first step in the process is to develop a risk register, do this with your planning group and brainstorm every identifiable risk. Each identified risk will then be dealt with via the risk assessment template. You must include the fire risk within this assessment or alternatively, have it as a separate document.

You can refer to The Purple Guide if you require more information on risk assessment and management. You can also refer to the HSE (Health and Safety Executive) Managing Risks and Risk Assessment at Work <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>.

3.2. Risk Assessments – Other Contractors

Your contractors could include a fun fair ride, face painter, walkabout performer, electrical and lighting or marquee installation. Remember that you as the event organiser hold ultimate responsibility for any element of the event you contract in.

Not applicable as none

3.3. Crowd Management

You should liaise with external bodies or organisations, like the Council, emergency services and the police, who could be involved in crowd management at an event. In addition to this,

you will also need to prepare a crowd management plan which forms an essential part of the event management plan. It should be prepared by a competent person appointed to co-ordinate or manage security and/or crowd management and/or safety. The crowd management plan must detail some basic requirements such as:

- the findings of the site inspection
- the recommended numbers and types of stewards
- methods of working, including communications
- chains of command
- audience profile
- crowd risk assessment
- methods of ingress and egress
- contingency planning
- emergency procedures

More information on crowd management is available in The Purple Guide and on the HSE (Health and Safety Executive) website at <https://www.hse.gov.uk/event-safety/crowd-management.htm>.

Please provide a copy of your crowd management plan. You can attach this to the Appendix.

Please also provide the following details:	
Admission policy	Voluntary donation only but not condition of entry
Audience capacity and crowd dynamics	Unlikely to exceed 800 in total, likely to be 200 at any one time
Search Policy	None as outside event
Entry and exit points	1 vehicular and 2 pedestrian
Barrier type and location	None
Ticketed event	Not applicable

3.4. Security

Most events, although not all, will require some professional security. The main purpose of security and stewarding is crowd control and monitoring, and it will be your risk assessment that will identify what your security requirements will be. Security or stewarding will also be needed for the following types of duties, and these should also be considered when conducting your risk assessment:

- Searching at entrances.
- Badge checking.
- Rapid response.
- Emergency evacuation.
- Control and direct the public as required.
- Monitor fire exits and fire equipment.

When assessing the security needs of your event, consider the following: venue location, date, operating times, target demographic, planned attendance numbers, potential for prohibited substances or weapons to be brought into the event, fenced or open site etc.

Security at events must be SIA (Security Industry Authority) registered. More information on choosing an SIA approved contractor is available at <https://www.gov.uk/guidance/choosing-an-sia-approved-contractor>.

Being that it's a rural village show, attended primarily by local residents and taking into account the demographics plus experience of successful shows in previous years, no tickets, size of attendees etc, security risk is very low

3.5. Stewarding

In addition to your own organisations staffing requirements, you will also need to consider stewarding requirements.

Volunteer stewards/ marshals on site to supervise all car movements, crowd movements, lost children, health/welfare emergencies and general enquiries

Some key points to consider when developing your stewarding plan are:

- Your risk assessment will help you identify your requirements.
- Stewards and volunteers require training and briefings to ensure they are fully aware of their duties and responsibilities.
- You must ensure that you develop a communications plan for all staff, including stewards and volunteers as they need to understand how they can cascade information or report incidents during the event.
- Consider venue location, date, operating times, target demographic, planned attendance numbers, fenced or open site, etc.

3.6. Counter Terrorism

Your emergency procedure should consider potential counter terrorism threats which should be in proportion to the level of risk presented by your event activities. Further guidance can be obtained from The Purple Guide and [The National Counter Terrorism Security Office](#) who have also produced specific advice to help mitigate the threat of a [terrorist attack in crowded places](#).

As above.

3.7. Barriers

Barriers at events serve several purposes:

- Help manage and influence the behaviour of crowds, to line routes and to prevent visitors climbing on top of temporary structures and putting themselves at risk of falling.
- Relieve and prevent overcrowding and the build-up of audience pressure.
- Provide physical security, as in the case of a high-perimeter fence at an outdoor event.
- Shield hazards from people.

If you decide to use barriers and fencing as a crowd management tool, they should be risk assessed and integrated into your crowd management plan. You should also detail where barriers are to be used on your site plan.

Depending on the complexity of the risk and barrier/s, you may need to seek advice from a competent person. It is crucial that the type of barrier and fence you choose does not present greater risks than those they are intended to control. In some cases, barriers have failed due to incorrect selection.

You can obtain further guidance from The Purple Guide and the HSE (Health and Safety Executive) website at <https://www.hse.gov.uk/event-safety/using-barriers.htm>.

Provide details of where barriers are to be used, including:	
Type of barriers to be used	None as not applicable
Number to be used	
Company supplying and installing them	

3.8. Management of Attendee Numbers

Pedestrian entrances are monitored by hand held attendance counters

3.9. Emergency Procedures and Planning

You must document your procedures for fire, raising the alarm, initial emergency response, site evacuation, communicating with your audience in an emergency, summoning and liaising with the emergency services, who will make decisions, show stop procedures, etc.

Your risk assessment should help you document your procedures. Think about what you will do if a fire or other emergency occurs, where on the site will you evacuate people? How will you communicate this instruction to your audience? Who will take responsibility for these decisions? What systems do you have in place to contact emergency services?

It is important that you communicate your emergency procedures with all your event staff, contractors and volunteers, as well as making the emergency services aware of your event. Emergency procedures will always include definitions, i.e. when does an incident become major and therefore the management of the incident is handed over to the police.

Further guidance can be obtained from The Purple Guide.

Volunteers will include dedicated qualified first aiders

3.10. First Aid and Medical Cover

The Purple Guide provides guidance to help you establish your first aid, medical and ambulance requirements.

First-aid/medical staff should never be asked to undertake a dual-role (e.g. stewards being classed as first aiders) and first-aid provision should not be expected to be responsible for or share a location with lost children or any other non-medical welfare service.

You should identify where each first aid point is located on your site, and you should include this on your site plan.

Qualified first aider to be present at all times, first aid equipment held at designated signposted site

3.11. Electricity

All electrical equipment, generators and installations, even temporary ones, must comply with the general requirements of the Electricity at Work Regulations 1989 and should be installed and maintained in accordance with the relevant British Standards.

Where an event has an electrical supply, the event organiser must appoint a competent electrician to sign-off the installation prior to the event starting.

Further information on electrical safety is available in The Purple Guide and on the HSE (Health and Safety Executive) website <https://www.hse.gov.uk/event-safety/electrical-safety.htm> and <https://www.hse.gov.uk/pubns/gs50.htm>.

Not applicable

3.12. Fire Safety

You must include the risk of fire in your event risk assessment.

Yes- refer to risk assessment attached

Alternatively, you can produce a separate fire risk assessment which should be attached to the Appendix.

You must make sure you have addressed the key areas of the fire risk assessment process highlighted below:

- Identify potential ignition and fuel sources, such as LPG, generators, flammable materials, smoking, electricity, naked flames, BBQ's, bonfires, fireworks, etc.
- Identify people at risk within and surrounding your site and those at highest risk.
- Evaluate the risk of a fire occurring and evaluate the risk to people should a fire occur.
- Remove or reduce fire hazards and remove or reduce the risks to people.
- Consider the following: detection and warning, raising the alarm, fire fighting, escape routes, signs and notices, lighting, maintenance.
- Emergency access.
- Water provision.
- Recording significant findings and action taken.
- Inform and instruct relevant people, provide training.
- Keep assessment under review and revise where necessary.

Useful resources for fire safety planning include:

- The Purple Guide.
- HSE (Health and Safety Executive) <https://www.hse.gov.uk/event-safety/fire-safety.htm>.
- Department for Communities and Local Government "Fire safety risk assessment: open-air events and venues"
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/15891/fsra-open-air.pdf.
- Department for Communities and Local Government "Fire safety risk assessment: small and medium places of assembly"
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973795/9295_Small_Mediumt_v2.pdf.
- Essex County Fire and Rescue Service - fire risk assessment http://www.essex-fire.gov.uk/Business_Safety/Fire_Safety_Order_05Fire_Risk_Assessment/.

3.13. Amusements and Attractions

If you plan to have amusements and attractions such as bouncy castles, inflatables, rides or a fun fair at your event, you must carry out a number of checks and collect a range of documentation well before the event (see below). The documents must be made available for inspection prior to and at the event.

Event organisers must maintain the overall safety of any amusement or attraction to ensure the safety of those using them. Where you have contracted someone else to provide amusements etc, you must make sure they are competent and adequately resourced to do this.

Please include here any **inflatable play equipment** you intend to have at your event.

Not applicable as none included on site

You will need to make sure you have addressed the following at least **one month** before the event:

- Is the Controller (i.e. person/organisation supplying the equipment) conforming to the industry inspection scheme, either PIPA or ADIPS?
- Has the Controller provided you with a copy of the current valid annual safety inspection certificate for each inflatable (either PIPA or ADIPS)?
- Has the Controller provided you with a copy of the manufacturer's instructions on the safe operation of each inflatable?
- Has the Controller provided you with PAT testing certification for the power supply attached to or serving the inflatable equipment?
- Has the Controller/Operator provided you with training records for all staff relative to their roles as 'Controller', 'Operator', 'Supervising Staff', and 'Attendants'?
- Can the Controller and/or Operator provide you with their risk assessment?
- Has the Controller provided you with a method statement for the correct setting up of the inflatable equipment? This should be in line with the inflatable's operating instructions.
- Evidence of a minimum of £5million Public Liability Insurance covering the inflatable equipment.

NOTE: If the above information is not readily available before the event, or is not deemed sufficient, or if the Council has any safety concerns on the day of the event, then it reserves the right to require the operator of the inflatable devices to cease operation at the event forthwith.

Useful guidance on inflatable play equipment include:

- HSE (Health and Safety Executive)
<https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>, and
<https://www.hse.gov.uk/event-safety/amusements-and-attractions.htm> and
<https://www.hse.gov.uk/pubns/priced/hsg175.pdf>.
- PIPA: <http://www.pipa.org.uk/>.

Please include here any **rides or fun fairs** you intend to have at your event.

Not applicable as none included on site

You will need to make sure you have addressed the following at least **one month** before the event:

- Is the Controller (i.e. person/organisation supplying the equipment) conforming to the ADIPS scheme for any stand-alone ride or rides that are part of a fun fair?
- Has the Controller provided you with a copy of their annual ADIPS inspection certificate for each ride?
- Can the operator confirm in writing that they adhere to and operate under the HSG175 'Fairgrounds and Amusement Parks – Guidance on Safe Practice'?
- Can the Controller and/or Operator provide you with their risk assessment?
- Evidence of a minimum of £5million Public Liability Insurance covering the rides or fun fairs.

NOTE: If the above information is not readily available before the event, or is not deemed sufficient, or if the Council has any safety concerns on the day of the event, then it reserves the right to require the operator of the rides or fun fair equipment to cease operation at the event forthwith.

Useful guidance on inflatable play equipment include:

- HSE (Health and Safety Executive)
<https://www.hse.gov.uk/entertainment/fairgrounds/organiser.htm>,
<https://www.hse.gov.uk/event-safety/amusements-and-attractions.htm> and
<https://www.hse.gov.uk/pubns/priced/hsg175.pdf>.
- ADIPS: <https://adips.co.uk/>.

3.14. Temporary Structures

The use of temporary demountable structures at events is an area that is broad and complex. For a small event it may simply be some market stalls and a marquee. Larger events and festivals may include stages, grandstands, lighting towers, gantries, site offices, etc. Depending on the scale and types of structure, different authorities will be required to be involved. If structures are planned to be in place for extended periods of time, then planning permissions may be required. Larger temporary constructions would require independent engineers to sign-off structures before they can be used.

It is the event organiser's responsibility to make sure that a competent person or organisation is appointed to work on a temporary structure.

One small domestic gazebo as marshalling point and first aid

As a minimum:

- Provide details of competent persons/contractors to be used.
- All suppliers will need to supply you with a copy of their public liability and employee insurance certificates.
- All suppliers will need to provide you with relevant risk assessments and method statements for the product they are supplying for your event.
- Suppliers must provide a signed hand over inspection once the structure is completed to say that it is safe and ready for use.
- You need to consider all other health and safety aspects relating to any temporary structure.

Guidance is available from the HSE (Health and Safety Executive)

<https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>.

There is also a Best Practice Guide on the Safe Use and Operation of Temporary Demountable Fabric Structures produced by MUTA (Made Up Textile Association)

<https://www.muta.org.uk/MUTAMembers/media/MUTAMembersMedia/PDFs/MUTA-s-Best-Practice-Guide-v2.pdf>.

3.15. Animals at Events

You must notify the Council in writing before bringing any animals on site, including for exhibition, performance or entertainment purposes. The Council may prohibit any animals that may pose a danger to the public.

The event organiser must provide copies of all relevant licences and registration documents (e.g. movement documents, cattle passports, exhibition licences, etc) for each animal. These can be included in the Appendix.

The person or organisation who has overall control of the animals shall be responsible for the welfare of the animals, which are to be transported, housed, fed and displayed to the public in a manner suitable and appropriate to the animals' needs. Furthermore, they shall at all times abide by the obligations and the duty of care imposed on them by the Animal Welfare Act 2006.

There are a range of zoonotic diseases that could be acquired from animal contact at visitor attractions including *E. coli* O157 and *Cryptosporidium parvum*. Where the public, particularly children, are allowed or encouraged to be in contact with animals, your risk assessment must identify and address the significant risks associated with the animals and the microorganisms that they carry. Please refer to the following guidance when conducting your risk assessment: HSE (Health and Safety Executive) <https://www.hse.gov.uk/agriculture/topics/visitor-attractions.htm>, and the Access to Farms Industry Code of Practice "Preventing or Controlling Ill Health from Animal Contact at Visitor Attractions" <https://visitmyfarm.org/resources/code-of-practice>.

For guidance on animal welfare legislation, please visit <https://www.gov.uk/guidance/animal-welfare-legislation-protecting-pets#animal-welfare-act-2006>.

None

3.16. Alcohol & Drugs

It is acknowledged that some people will try and bring drugs to events or buy them during the event. Where there is the potential for this to occur, there should be a thorough search regime and an opportunity to surrender prohibited articles during both site build and public access times.

Disorder is often caused by excess alcohol consumption. Event organisers need to understand the audience profile of the artists that have been booked and whether there is any history of disorder, crimes or alcohol problems with the crowds they attract.

Event organisers must demonstrate that they have addressed excess alcohol consumption and the sale and use of drugs in their risk assessment if there is a risk of this occurring at the event site. Where a risk has been identified, you will need to produce an alcohol and/or drugs policy which can be included in your security plan. You will also need to involve the security, medical and welfare provider during the planning stages and consider what facilities you will need to provide to care for anyone who is intoxicated or has consumed prohibited substances. Security should be informed of any such incidents to ensure the welfare of the public, particularly the young and vulnerable and all incidents should be logged.

Further guidance can be obtained from The Purple Guide.

Has the risk assessment considered and highlighted potential risks associated with prohibited substances and excessive alcohol consumption? Yes

Alcohol not permitted on site, any attendees consuming alcohol or drugs will be escorted off site immediately, Police informed if necessary.

4. Communications

The importance of communications when planning and delivering an event is paramount. You need to consider three main areas of communication when developing your event (see below).

Guidance on communications is available in The Purple Guide.

4.1. Event Communications – Surrounding Residents

Communicating with your planning team pre event to ensure all people are aware of all what is being proposed. It is also essential that you communicate your event plans to the residents and businesses in the surrounding area, the earlier the better.

Programs supplied, pedestrian access sign posted, car entrance sign posted, all team member numbers given to volunteers. Adjacent residential properties to be given notice of the event,

4.2. Event Day Communications – Audience

Audience communication needs to be considered to make the visitor experience enjoyable and seamless. This could include flyers, site plans, signage, public address system, stage schedules, MCs and information points. This should include details of any signage or public information facilities being used to direct persons around the site, provide important information eg. welfare facilities, first aid points, lost children, emergency messages, etc and restrict the public from certain areas if required.

Programs supplied prior to and on the day, plus social media posts

4.3. Event Day Communications – Internal

You must have a clear communications plan in place and ensure everyone is familiar with the plan. You also need to make sure that you have the communications equipment you need on the day. This could include radios, mobile phones, staff to run errands and messages and a public address system.

Key points to consider when developing your plan are:

- Ensure that under the Event Management Contacts section, you list phone contact details and radio channel details if radios are being used.
- Ensure that via your Organisational Structure, all people working on your event understand the chain of command and therefore who they will contact should they need to report an incident or cascade information.
- Your communications plan needs to be developed taking into consider the organisational structure and the emergency procedure.

Phone details of management team distributed to volunteers and each other

5. Publicity and Promotions

Local social media, flyers and posters in local businesses

Where will tickets be sold? No

6. Children

You must ensure that you develop a lost children's policy and make all event staff and volunteers familiar with the procedures and policy.

Lost children will be dealt with as per your Child welfare guidance - Rochford SAG . Missing child report/ Found child forms to be filled in

Some important points to consider when developing your policy are:

- Identify arrangements for the 'safe' care of children until such time that they can be reunited with their parent/s or guardian.
- There should be a clearly advertised point for information on lost children.
- Lost children should never be left in the care of a sole adult. Always ensure that there are at least two adults that have the appropriate DBS Disclosure (formerly known as the Criminal Records Bureau) checks in place. More information on DBS can be found <https://www.gov.uk/disclosure-barring-service-check> .
- If a lost child is found and reported to one of the event staff, a message should be communicated to all event staff as per the communication plan (radio, phone, in person to event control point) that a 'code word' at 'location'. Two staff should then remain with the child at this point for a period of 10 minutes to allow for a possible quick reunification.
- If after 10 minutes there has been no reunification, then the child should be taken to the designated lost children's point by two members of staff. If possible, this point should be adjacent to your event control point or the first aid/medical area.
- All incidents need be logged, ensuring all details are recorded.
- The CRB checked staff should try to ascertain a description of the child's guardian, their

name, mobile number if known and a description.

- The child and the parent/s guardian should not be reunited until a match has been established. To this, if a parent comes to the lost children's point claiming they have a lost child they must provide a signature and identification along with a description of their child, this could include age, clothing, hair colour, height etc.
- If there is any reluctance from the child to go with the adult, then you should inform the police.
- Once a lost child incident has been resolved you must inform all staff that the 'code' has been resolved. Complete the report and log.

7. Insurance

All event organisers must hold public liability insurance to the value of £5 million. You must also ensure that any contractors that you are engaging also hold public liability insurance and any other appropriate insurance, i.e. product liability, employer's liability insurance. These should be made available on request.

In process of arranging

8. Provision of Food and Drink

Provide business details of any contractors/food businesses providing catering for your event.

None

Note: Anyone that is providing catering at your event must be registered with their local authority.

9. Site Considerations

9.1. Site Plan

A site plan must be submitted for each and every event. As this template has been designed to assist smaller event organisers, we do not expect you to supply a site plan of a standard that we would anticipate from a larger professional event organiser, however the more accurate and detailed the plan the better. It will help you execute the site build and production elements of your event.

For guidance on event venue and site design, please refer to the HSE (Health and Safety Executive) guidance <https://www.hse.gov.uk/event-safety/venue-site-design.htm>.

Please attach a copy of your site plan in the Appendix.

Your site plan should include:

- Placement of all temporary structures.
- All other site infrastructure.
- Position of attractions and amusements.
- Catering and hospitality areas.
- Toilets.
- Car parks and position of site in context to the road.
- Any fencing or barriers.
- Generator or power sources.
- Power supply runs (cables).
- Entry and exit points.
- Emergency exits, assembly points and access routes.
- First aid points.
- Information point.
- Lost children point.
- Vehicle entry points.
- Any event décor, i.e. flags, banners etc.

Be aware that you may want to create two versions of a site plan, one that you would use at the site on the day to provide event participants with information and another version that is purely for your management team. Accurate site plans are very helpful when you are doing

the site build as you are able to clearly direct people when they arrive on-site to their correct position. Site plans are also a useful tool in the event design process as you can plan how people will enter the site, how people will interact with the site and how people will move about the site.

9.2. Sanitary Facilities

Event organisers are required to provide adequate toilet and hand washing facilities for your event attendees, staff and contractors. You will also need disabled facilities plus separate sanitary facilities for caterers. You will need to know the audience size and likely male to female ratio when determining the number of toilets required for an event. When there is insufficient information to assess this ratio, a split of male to female 50:50 should be assumed.

Toilets

The Purple Guide give the following guidelines for toilet numbers:

<i>Sanitation provision when facilities provided are either toilet blocks or self-contained toilets where basins are NOT internal.</i>				
	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 opening time of 6 hours or more but with little or no alcohol or food served	1 per 85	1 per 526	1 per 126	1 per 55
For events with a gate opening time of 6 hours or more with alcohol and food served in quantity	1 per 75	1 per 500	1 per 100	1 per 50
For campsites at major events swapping emphasis from urinals to wc's for males	1 per 75	1 per 150	1 per 260	1 per 50

Self-contained toilets with internal basins ONLY.

Please note that ratios of accessible toilets are not affected by this recommendation since their internal basin needs to be a specialist unit with a hand pump and external units typically with a foot pump are

<i>unsuitable.</i>				
	Female toilets	Male toilets	Urinals	Accessible Toilets for disabled & wheelchair
For events with a gate time of less than 6 hours duration	1 per 80	1 per 500	1 per 150	1 per 50
For events with a gate opening time of 6 hours or more but with little or no alcohol or food served	1 per 68	1 per 350	1 per 126	1 per 55
For events with a gate opening time of 6 hours or more with alcohol and food served in quantity	1 per 60	1 per 320	1 per 100	1 per 50
For campsites at major events swapping emphasis from urinals to wc's for males	1 per 60	1 per 120	1 per 260	1 per 50

Wash facilities

The event organiser must provide hand washing facilities where toilets are provided. Adequate supplies of liquid soap and disposable hand towels must be provided. Preference should always be given to providing warm-water hand-washing facilities.

Consideration should be given to providing lower height wash basins where wheelchair users and/or a significant number of children are expected to attend the event and to hand operated rather than foot operated pumps for wheelchair users.

The Purple Guide give the following guidelines for hand washing facilities.

	Females	Males
For installations of mains connected toilet facilities	One hand wash basin per two toilets	One hand wash basin per four toilets
For single plastic toilet installations	One hand wash basin per five facilities (WCs and urinals) with not less than one hand-washing facility per 10 toilets provided	

All facilities provided on adjoining site, The Castle inn

9.3. Special Effects, Fireworks and Pyrotechnics

Provide details of any fireworks, pyrotechnics and special effects that you will have at your event. These should be carried out by a competent person or organisation who can provide adequate risk assessments that you can incorporate into your arrangements to ensure they are set off safely. The risk assessment must take into account the guidance and safety measures provided in the links below.

You must also plan and mark out the special effects, or fireworks or pyrotechnics area on your site plan, which must include safety zones, exclusion zones and spectator areas.

Please provide details of any fireworks, pyrotechnics and special effects here.

None

Guidance is available from the HSE (Health and Safety Executive) website at <https://www.hse.gov.uk/event-safety/special-effect.htm> and <https://www.hse.gov.uk/explosives/fireworks/index.htm>.

Guidance on firework displays has also been produced by the Confederation of British Industry Explosives Interest Group (CBI EIG):

[Working together on firework displays \(PDF\)](#) – aimed at professional firework display organisers and operators, and,

[Giving your own firework display \(PDF\)](#) – aimed at all other firework displays.

9.4. Traffic, Transport and Parking

The traffic management of an event is the responsibility of the event organiser. Many smaller community events will have limited impact on traffic and parking; however, it is still important that you give this consideration when planning your event. Larger events can have significant

impacts on local traffic and transport and will require extensive risk assessments and detailed plans dealing specifically with traffic and transport. It is important that through your risk assessment process you consider traffic, transport and parking no matter what scale your event is.

You should liaise with the event Safety Advisory Group (SAG), and any traffic management company and stewarding company involved in managing the road, to write a traffic management and parking plan for the event which aims to promote safe attendance at the event and minimises disruption to the community.

Guidance is available from The Purple Guide and the HSE (Health and Safety Executive) at <https://www.hse.gov.uk/event-safety/transport.htm>.

There are **two** aspects to traffic management in relation to an event:

- Internal vehicle management (i.e. not on the public highway or not within an area of highway that has been 'physically closed' to public vehicles)
- External traffic management (i.e. areas which are open to use by public vehicles)

Please outline here what your **internal vehicle management** plan you have in place for your event.

Event not including public parking on site. Private arrangements have been made separately opposite event site on private farmer's land.

All display vehicles to be escorted to site prior to commencement of event. Any vehicle movement will be escorted by marshals when entering or leaving the site.

Access for emergency vehicles to be maintained at all times.

Points to consider when developing your internal vehicle management plan:

- Your risk assessment which must include consideration of the risks from vehicle movement during the build-up and breakdown schedule as well as the event itself, and identify what measures are needed to control these risks.
- As part of your emergency planning (and included on your site plan) you should have clearly marked emergency ingress and egress routes. Ideally this should be a sterile route however this may not always be possible, and you therefore need a procedure in place for the safe ingress and egress of emergency vehicles.
- What vehicles will need to access the site for your event?
- What vehicles will need to remain onsite throughout your event, and which will be off-site before the event opens?
- Where reasonably practicable, segregate pedestrians and vehicles during all phases of the

event.

- Are there any vehicles that will need to move on the site during your event? It is strongly recommended that you avoid the need for this, however if it is needed you should have a rigid procedure in place and ensure that all people involved in your event are fully briefed on the protocol.

Please outline here your **external traffic, transport or parking** plans you have in place for your event.

As above

Points to consider when developing your plans:

- How will your target audience travel to your event and will public transport be available?
- Consider the various transport links around the event site, and how these can be promoted to your audience as a way to get to your event.
- Parking arrangements and capacity.
- Emergency access.
- Pedestrian segregation.
- Wet weather provisions.
- Are you proposing any road closures? If so, you should first read the Council's Road Closure guidance on their website before applying for a road closure (www.rochford.gov.uk/licensing), but be aware that road closures require a minimum of 12 weeks lead time and in all cases the more notice provided the better.

10. Environmental Considerations

10.1. Waste Management

It is essential for event organisers to put in place waste management plans to minimise their environmental impact.

Guidance is available from The Purple Guide and the HSE (Health and Safety Executive) at <https://www.hse.gov.uk/event-safety/handling-waste.htm>.

Black sacks on hangers around site sweep of field after the event and sacks removed by staff

Points for consideration:

- How will you keep the site clear of waste before, during and after your event? Will this be done by stewards or volunteers?
- How you will manage waste during and after your event, including details of bins, skips, recycling and litter picking?
- How will the refuse be collected?

It is essential that your event has a recycling plan in place and that it is carried out. For small community events this could be as simple as labelling some bins to encourage people to separate their waste into a range of categories and then making sure that these are taken to the Council provided recycling bins located around the borough.

Larger events will need to demonstrate that they have a sound recycling strategy in place or are employing a professional recycling organisation to manage recycling on the day.

Rubbish facilities, bins, sacks to be kept separate, recycling/non recycling, together with final litter clear up.

Points for consideration:

- Make sure your concessions and food suppliers have appropriate policies and procedures in place in regard to providing biodegradable containers and systems for the disposal of dirty water, cooking oil etc.
- Think through how you will encourage people to place the appropriate waste into the correct receptacle. Contaminated recyclable materials could mean that the materials need to be sent to landfill.
- How will you keep the site clear of waste before, during and after the event? Will this be the remit of stewards or volunteers?

10.2. Sound Noise and Vibration

If your event has the potential to cause noise nuisance to nearby residents, it is essential that the Council's Environmental Health Team are contacted at EnvironmentalHealth@rochford.gov.uk and are made fully aware of any event elements that may cause noise issues. The things most likely to cause noise nuisance include live music stages, fun fairs and public address systems. It is therefore essential that you give due consideration to noise nuisance and seek to get agreement on noise levels at identified sites surrounding your event.

You can find further guidance on the HSE (Health and Safety Executive) website at <https://www.hse.gov.uk/event-safety/noise.htm>.

Noise will be minimal due to static display. Display vehicle engines only running when leaving or exiting the site

Points to consider:

- Selection of location for your event.
- Larger events that have a music stage will always have to employ a professional sound engineer and should agree sound levels with our noise pollution team.
- Provide nearby residents with an event day contact in case they need to make a noise complaint.

10.3. Surface Protection and Trees

If your event requires a large amount of equipment to come onto the site, you may need to consider installing track way to protect the ground.

You should seek advice from the Council if you are holding an event on Council land. Please go to the web page for further contact information. Please note that tree root compaction is a big issue and can cause the premature death of trees due to compaction of soil around roots, restricting their ability to absorb oxygen from the soil.

Only light vehicles (Cars) present, driven at minimal speed and parked on grass. If it too wet for vehicles show will be cancelled and vehicles turned away.

10.4. Weather

If it too wet for vehicles show will be cancelled, vehicles turned away and show closed.

Points to consider:

- Any weather conditions which may lead your event being cancelled and how you will manage this.
- How will you let people know if the event has to be cancelled? Who will make this decision?
- Do you need insurance coverage for cancellation reasons such as thunderstorms, water logged ground etc?
- Is there any flood risk, e.g. field liable to flood and create difficulty for traffic entering/leaving? How will you handle this, e.g. provision of 5x5 vehicle assistance, agreement with land owner concerning damage to the ground, possible mud on roads etc?
- How will your event management team decide if weather conditions are too risky for your event to go ahead?

Further advice can be obtained from The Purple Guide.

11. Other

11.1 Campsites

At some events, camping provides an alternative to other accommodation and is often an integral part of the event. This section should include any camping provision that will be included as part of your event. This could include staff, performers, stall holders, members of the public or anyone else who may be camping on the site over the course of your event. Please remember to consider the hazards associated with campsites in your event risk assessment and do not forget to mark out the campsites on your event site plan.

- Not applicable

11.2 Unmanned Aircraft Systems (Drones)

Provide details of any Unmanned Aircraft Systems (Drones) that you will have at your event. These should be operated by a competent person or organisation who can provide adequate risk assessments that you can incorporate into your arrangements to

ensure they are used safely. The risk assessment must take into account the guidance and safety measures provided in the links below.

You must also plan and mark out the areas in which the device will be used on your site, which must include safety zones, exclusion zones and spectator areas

None

12. Keeping Workers And Audiences Safe During A Pandemic

The Health & Safety at Work Act 1975 (<https://www.legislation.gov.uk/ukpga/1975/37>) specifically places a duty on employer (employers (including organisers and suppliers) to conduct their undertakings in such a way as to ensure, so far as is reasonably practicable, that persons not in their employment who may be affected thereby are not thereby exposed to risks to their health or safety

Key Points

- Local Directors of Public Health can significantly influence events
- Organisers should appoint a suitably competent health manager
- A health risk assessment should be undertaken
- Regular cleaning and disinfection are important
- Good ventilation is a key factor in preventing infection
- Avoid Crowding and Pinch Points
- Consider using the NHS Test & Trace and the NHS Pass at times of pandemic such as COVID-19

13. Accessibility

Key Points

- The provision of clear access information is important
- Provide an accessible booking system, taking account of the needs of deaf and disabled people
- Consider the transport needs of deaf and disabled people
- Box office and wristband exchange services should be physically accessible
- It is important that accessible toilets and changing facilities are provided and clearly signposted
- Level access to the event and onsite facilities, including the use of ramps and lifts, need to be considered for wheelchairs etc.
- The provision of dedicated viewing platforms or areas with clear sight lines is a key access provision for any event.
- Consider the needs of workers and artists/performers who may require disabled assistance.
- Consider the needs of deaf and disabled people in emergency evacuation plans
- Ensure that those working on the event site are trained in disability awareness.

14. Appendices

Please attach and list your documents:

- Site plans
- Risk assessments
- Fire safety risk assessments

Please list the other associated documents to compliment the event management plan here:

1.	Site plan
2.	Risk assessment
3.	
5.	
5.	
6.	
7.	
8.	
9.	
10.	

PUBLIC CHURCH
PARKING
LITTLE WAKERING
WICK FARM

Houses

LITTLE WAKERING ROAD

i
!U

Houses

UNRAILED ROAD

GARAGE

GARAGE

WATER TOWER

PLAY CAR

1

06
1
C: W
T: H
E: S

PEDESTRIAN ACCESS

PEDESTRIAN ACCESS

PEDESTRIAN ACCESS

Houses



EMERGENCY VEHICLE KENNELS POINT

W.A.S

LOST CHILD MEETING POINT

SHOW CAR ENTRANCE

AVENUESIDE

RISK ASSESMENT

WAKERING VILLAGES AND BARLING CHARITY CAR SHOW.

VENUE: THE PARRY LITTLE WAKERING ROAD ESSEX
SS30JW

DATE: 30th JULY 2023

EVENT DETAILS: STATIC CLASSIC CAR SHOW

Risk;

Pedestrians being struck by moving vehicles;

All vehicles once on site are to remain stationary unless in an emergency where vehicles will be escorted by marshalls, thus lessening the chance of any accidents.

Risk;

Alcohol /drug abuse.

Any persons found on the site under the influence of alcohol or drugs will be asked to leave the field. Failure to do so will result in the proper authorities being called to ensure the safety of the general public.

Risk;

Extreme weather.

In the event of extreme weather the show will be cancelled negating damage to the field, if this happens on the day vehicles will be turned away by team /Marshalls.

Risk;

Lost Children.

In the event of a missing child is reported, a missing child report will be filled out and the details will be passed to the marshalls on the field and a sweep of the field will be taken out.

If a missing child is found with no responsible person. A found child report will be filled out. Wait with the child for 10 minutes in the area before retiring to the marshaling area.

FOLLOW THE GUIDLINES:
ROCHFORD SAG- CHILD WELFARE GUIDANCE

FIRE RISK ASSESMENT

There could be two main causes for a fire at the venue;
Rubbish bin fire.

Class A fire, this can be extinguished with a water fire extinguisher from the fire point. By dousing and removing the heat from the bin.

Car Fire;

Most probable cause of a car fire is electrical or heat build up when parked;
NO water extinguisher to be used as could be a Class B or Class E fire.
Dry powder or CO2 to be used only. Also bolt croppers to be supplied to remove battery lead.

ONLY FIGHT FIRE IF SAFE TO DO SO

And remove any vehicles in the nearby vicinity along with public.

2x 6 kg water, 1x CO2,5x 2kg dry powder extinguishers at fire point

EMERGENCY VEHICLE RV POINTS.

Two RV points will be established, one outside Little Wakering church opposite the main entrance and a secondary in the Castle Inn p/h car park which is next door to the venue