



EVENT MANAGEMENT PLAN

EVENT NAME	MIND BODY & SPIRIT FESTIVAL
EVENT LOCATION	PLAY SPACE NORTH OF HAVENSIDE
EVENT DATE	SUNDAY AUGUST 30 TH 2026
ORGANISATION	SOPHIE HEADFORD HAVENS HOSPICE CHARITY NUMBER 1022119
VERSION NUMBER	ONE
DOCUMENT LAST UPDATED	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/alcohol-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

Charity Event for Havens Hospice Free entry, Mind Body & Sprit community festival. There will be stalls selling clothes crystals, jewellery, crafts and cakes. There will be yoga, pilates, hula hoop and reiki sessions.

Location

Play Space North of Havenside off Little Waking Road. SS3 0JQ.

Description of the site and surrounding area

Large public green space (field) behind the odd numbered properties in Little Waking Road.

Dates and duration

Sunday August 30th 2026 am till 4pm

Entrance/exit points

Entry is by way of an alley beside The Castle Inn pub in Little Waking Road
There is also a separate entry on the far side of the field into a small cul de sac Havenside Close

Expected capacity

This is hard to predict but we are hopeful of 200 people

Audience profile

Local residence of Little Wakering and the surrounding areas. All like minded people who have an interest in health and well being.

Event organisers

Sophie Headford

1.2. Key Event Management Contacts

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)
Sophie Headford	Event Organiser	Overall responsibility	07989874212
Kate Fort	Instructor/volunteer		07846834599
Faye Owen	Instructor/volunteer		07532169063
Sophie	Health and Safety Coordinator	Risk assessments, legal compliance, fire points, site inspections, first aid provision	See above
Steve Oakley	PA system	Head mic and incidental music Fire extinguisher	07940842348
Perry Headford, Spencer Davies, John Di Benedetto, Gary Spurgeon	Volunteer/stewards	Guarding against damage, theft, manning gates	07966422996

1.3. Event Contractor Contacts – Other

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
	Steve Oakley	Sound	07940842384	
	Sue Davies	Catering	07901977173	
	Karen	aqualoo	07944552425	
Authorities (fire, police, first aid, Council, etc)				
Organisation	Contact Name	Phone Number	Email	Notes
Steven Greener		01702 546366		
Charis		01702 546366		
Eleanor	licensing	01702 318111		
Attractions, artists and entertainment				

Company	Contact Name	Service Provided (incl. details of celebrity/famous acts performing or attending)	Contact Details (email and mobile)	Notes

1.4. Organisational Structure

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					
Essex Police 101 Ambulance 999 Fire Service 999					
		Event Organiser Sophie Headford			
Security manager	Safety manager	Production manager		Volunteer manager	
Perry Headford	Spencer Davies	Steve Oakley		Faye Owen Kate Fort	

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

1.5. Programme & Production Schedule

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
W/C August 24th	Mow the field			Council	Tba		
August 29th	Portaloo x 2			Sophie can arrange			

Schedule – Event day

Date	Task	Start	Finish	Resources/ Who	Notes	In hand	Complete
August 30 th	Access to the field via the gate which needs opening for stalls to arrive, drive onto the field and set up	8am	4pm	Council to open gate or supply key to Sophie	As the organiser I am aware this is on a Sunday and as last year will be extremely vigilant of noise during the set up and closing of this event. Including vehicles and the setting up of stalls		
August 30 th	All cars to leave field	9.30am		Sophie			
August 30 th	Event to start	10am	4pm				

August 30th	Clear up field and surrounding space	5pm	7pm	Sophie plus team			
Schedule – Post event							
Date	Task	Start	Finish	Resources/ Who	Notes	In hand	Complete
August 30 th /31 st	Open gates to remove portaloo's			Council / Sophie			
1 September	Portaloo to be removed						

1.6. Event/Entertainment Programme

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	Stage programme	Raffle 4pm					
10:00	Gates Open						
10:30-11:00	Yoga with Sophie						
11:30-midday	Pilates with Faye						
12:30-1pm	Dynamic Yoga with Rachael						
1:30-2pm	Heavenly Hatha Yoga with Kate						
2:30-3pm	Hula Hoop with Sophie						
3:30-4pm	Gongbath with sophie						

***** 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	
Temporary Event Notice (TEN) details	
Type of entertainment provided	
Is alcohol being sold or supplied?	No
If your event will include market stalls, please provide details	Individuals will be invited to sell their wares at the event. This will include candles, clothes, cakes, tarot readings, craft items, jewellery They will be invited once and if permission for the event is granted

3. Health and safety

The Health and Safety at Work Act 1974 <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

Identify Hazards

The weather may be a hazard if it is particularly hot then members of the team will be advised to use sun protection and hats

The public will be advised over the microphone to ensure they are wearing sun protection and drinking plenty of water so as to not dehydrate.

They will be encouraged to take shade from the trees if they feel they are getting too hot.

If anyone does need medical assistance due to the weather then I, as the first aider on duty will be notified and will assess if the person needs further medical help. I will call 112 Or 999 in the case of a medical emergency.

Insect bites or bee stings, or stinging nettles may be a hazard I will provide a first aid kit containing anti histamine tablets, liquid, and, vinegar for nettle stings.

The PA will be run by generator to provide electricity for incidental music to be played.

The generator will be handled only by Steve Oakley In the case of electric shock The casualty must not be touched. The source of electricity will be turned off. A primary survey of the patient would be undertaken and then I would call 999 or 112 for emergency help

If a member of the public fall on uneven ground The patient would firstly be assessed by myself If it was deemed necessary an ambulance would be called if only a minor injury and depending on the injury I would use my first aid knowledge to treat the persons injury making sure they were as comfortable as possible and contact their next of kin.

Lost and found child Procedure

The Table Hosting the Raffle will also be used as a central point of contact for lost or found persons. 2 persons will be manning the raffle table at all times. No food or drink will be given to the child in case of allergies. The adult claiming the child should complete a form to include their name and address and relationship to the child and a form of identification. If the child appears reluctant to go with the person collecting them then further confirmation will be required of the relationship to the child before handing him or her over.

If a lost child is reported then Steve will be asked to make an announcement over the PA without using the childs name for the parents or guardian to come to the raffle table to be reunited. If the child knows the Cristian names of their parents, it would be more suitable to ask for "John & Karen, to come to the raffle table". This way it doesn't disclose the reason why and there is a lost child waiting to be collected there.

If a child is missing this incident will take priority over the event and the event will be halted until the child is found. Exits will be closed and the area will be searched including the perimeter of the field and any surrounding green spaces. 2 Event volunteers will be asked to stay where the child was last seen and the rest of the team will search the area. Police will be informed 20 mins after a child has been reported missing if not found.

In the event of a fire An announcement would be made over the PA for the public to evacuate the field to the Castle Inn Pub car park or out of the exit at Havenside

999 would be called immediately.

In the case of an electrical fire the power would be immediately cut off, the fire would be covered with a piece of clothing or heavy blanket if the fire is small and it is safe to do so. Under no circumstances would water be used to put out an electrical fire. Steve Oakley will have a fire extinguisher with him on the day. I also have a fire extinguisher at my property backing on to the field that I will have available on the event day.

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.

N/a

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>.

This event will attract public with an interest in health and well being and I anticipate it to be a gentle gathering of like minded people. There is no alcohol being served at this event.

Please also provide the following details:	
Admission policy	Admission will be free and there are 2 entrances and exits available for public to access the event
Audience capacity and crowd dynamics	250
Search Policy	No search policy

Entry and exit points	Alley way between The Castle inn 181 Lt Wakering Road Havenside Close
Barrier type and location	none
Ticketed event	no

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>.

This will be carried out by the stewards

3.5. Stewarding

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

Stewarding will be carried out by the 4 above mentioned gentlemen

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](#).

Emergency procedure would be to meet in the pub car park

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	
Number to be used	
Company supplying and installing them	

3.8. Management of Attendee Numbers

Stewards will control the attendees and keep the field numbers to a safe level Sophie and Faye will continuously assess this

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.

Both entrances can and will be used and in the event of emergency all attendees will again be diverted to the pub car park

Announcements will be made via the PA system by Steve Oakley

I will be responsible for contacting the emergency services if necessary via mobile phone which I will have on me at all times.

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.

Sophie Headford is the First Aider for the event

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/g50.htm>.

Power will be provided by generators of each stall member who requires it. However, last year there were no generators used by stall holders. If, this year there is a requirement; the stalls asking for generators to be used will be located to the opposite of the houses, backing onto the open farm land.

3.12. Fire Safety

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

Yes we have assessed the fire risk which we feel is limited and again the attendees will convene in the pub car park

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/14891/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/973794/9294_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.

Rochford District Council does not allow the giving of live animals as prizes, in any form on any Rochford District Council owned land

N/a for this event

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.

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.

There will be market stalls of the attending vendors and a marquee in case of bad weather for the yoga classes

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>.

Rochford District Council does not allow the giving of live animals as prizes, in any form on any Rochford District Council owned land

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

We have made a pledge to Animal Aid, that Rochford District Council will not be allowing the use of live animals in festive events and will not be granting permission for other festive event organisers to use animals on council owned land.

<https://www.animalaid.org.uk/the-issues/our-campaigns/animals-in-festive-events/>

N/a

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.

There will be no alcohol sold at the event

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.

Sophie, Kate and Faye will liaise and advise by way of flyers

I will speak to the land lady at the pub

All residents whose properties back on the Play space will be notified with my phone number and a leaflet if they have any concerns. On the day when Sophie is teaching her yoga class. Her phone, as per last years event, will be handed to Steve Oakley on the sound PA system in case of any issues during this yoga session.

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.

Audience communication will be handled by Sophie and her team A PA system will be used through out the day with any important information regarding the event. The raffle table will clearly state by way of a sign that it is the central meeting point for lost and found and first aid.

The raffle table will be covered by a gazebo near the entrance at the alley between the Castle inn Pub. Also acting as shade and first aid point, first aid kit and Fresh water will be available from my property 173 Lt wakering road that backs onto the event field.

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.

All volunteers working on the event will be briefed the morning of the event Phone numbers of all participating volunteers will be exchanged and roles will be discussed in detail.

All final decisions and responsibility for the event will be undertaken by myself.

5. Publicity and Promotions

Local Face Book Groups, social media, word of mouth, flyers in local shops

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.

Have addressed this in Risk Assessment

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.

Please confirm that you hold public liability insurance to the minimum value of £5 million and include a copy of the policy in the Appendix.

8. Provision of Food and Drink

At present there are no food stalls at the event. On receipt of interest I will ask for proof of food safety certificates and keep these on file.

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:

Sanitation provision when facilities provided are either toilet blocks or self-contained toilets where basins are NOT internal.

	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 425	1 per 125	1 per 45
For events with a gate opening time of 6 hours or more with alcohol and food served in quantity	1 per 75	1 per 400	1 per 100	1 per 40
For campsites at major events swapping emphasis from urinals to wc's for males	1 per 75	1 per 150	1 per 250	1 per 40

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 unsuitable.

	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 400	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 340	1 per 125	1 per 45
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 40
For campsites at major events swapping emphasis from urinals to wc's for males	1 per 60	1 per 120	1 per 250	1 per 40

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	

2 portaloos have been ordered for the event which will be delivered and removed by the company providing these facilities both come with hand basins. Aqualoos Essex 07944552425

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.

N/A

Please confirm that you have marked out all the necessary areas on your site plan.

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)

Stall holders will be able to access the site via the alley way between the Castle Inn pub

The gate will need to be opened by the council for this to be possible. No other vehicles will be allowed on the field only unloading and re loading at the end of the event

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.

The majority of public will be pedestrians from the local community coming to the event by foot

The number 14 bus comes from Southend Town Centre to Lt Wakering road

There is free off street parking available in Lt Wakering Road as also in the surrounding area.

Emergency access is available in the alley between the Castle Inn pub it is wide enough for an ambulance to access.

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>.

I will take full responsibility for the clean up after the event. All stall holders will be encouraged to take home their rubbish . There are two dog waste bins on the field one by the entrance in the alley and the other at the entrance at Havenside. Bins will be clearly labelled recycleable and non recycleable.All rubbish will be disposed of by me to the local refuse centre.

Stewards will continuously check for rubbish and immediately remove.

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.

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>.

We will have a PA in place playing incidental music to accompany the yoga

The event is in a wide open space with residents gardens backing on to the event All residents with gardens backing on to the event will be given notice to put in an objection to the event if they should so wish but it is a family friendly event, with the emphasis being on health and

wellbeing and I do not expect the noise to be unacceptable.

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.

The only interaction we may have with the tree is that it may be hugged. The grass is in good condition although it will need to be mowed before the event. The earths well being will be of highest regard at this event.

10.4. Weather

In the event of severe weather conditions the event will be cancelled by me via social media, word of mouth and contact to all stall holders. If rain is torrential then the field will become waterlogged and the event would need to be cancelled..

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 4x4 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.

N/A

Please provide details of any overnight camping you propose to have over the course of your event.

Points to consider:

- Site design and plan of campsites.
- Contingency/emergency plans.

- Division of areas into smaller areas to make it more manageable, ensuring access for emergency vehicles.
- Audience profile which will help determine site density.
- Contingency planning with particular attention given to adverse weather, failure of water supply, a need to clear the area.
- Provision of adequate lighting and patrols by stewards to help identify crime and other matters, such as fire outbreaks.
- Safe access for vehicles and pedestrians.

Please indicate what services and sanitary provisions will be provided for people in your camping area for the length of time that campers are allowed on the site.

Points to consider:

- Drinking water supply and waste water facilities.
- Toilet and washing facilities (see the Sanitary facilities section for more information).
- Medical facilities.
- Consider providing secure accommodation where people can lock away valuable items.
- Enough bins that are regularly emptied.
- Lost children point.
- Campsite office.
- Welfare point.

Please confirm here that your event fire risk assessment has considered fire safety at your campsite.

Please outline here the fire safety measures that will be in place to ensure fire safety at your campsite.

Points to consider:

- Fire risk assessment must take into account site density and, the space available to enable safe camping and adequate separation distances between individual tents to make the site safer from fire and trip hazards.
- Hazards such as campfires, barbecues and camping gas stoves which present a risk of burns, tent fires, carbon monoxide poisoning.
- Suitably trained stewards or fire marshals.
- Emergency vehicle access.
- Fire points, which as a minimum should consist of supplies of water, buckets and instructions telling the public what to do in the event of a fire.
- Fire extinguishers.
- Managing accumulated rubbish.

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

N/A

What was the finding of the risk assessment associated with the use of the device.

12. Keeping Workers And Audiences Safe During A Pandemic

The Health & Safety at Work Act 1974 (<https://www.legislation.gov.uk/ukpga/1974/37>) 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.	PPL insurance
2.	First aid
3.	Qualification to teach yoga
4.	Site map
5.	Risk assessment within document.
6.	
7.	
8.	
9.	
10.	