



Event Management Plan

| | |
|---|---|
| Event Name | Beach Clean |
| Event Date | |
| Event Times | |
| Event Location | |
| Event Organiser (EO) | Norfolk Beach Cleans |
| Beach Clean Leader's Name: | |
| EO Contact Details (This will be during the planning stages) | Name: Tel No.: Email: Address: |
| | |
| Notes: | |
| <p>This template is provided to help event organisers to consider appropriate areas to consider when planning a public event. It is guidance only and organisers should make sure they follow all the appropriate legislative requirements and have the permission of the landowner before staging an event.</p> <p>Those planning events should consider all aspects of child and young person safety. This includes topics such as physical safety, mental safety, use of photography and media images.</p> | |



| Event Background: | |
|---|---|
| <p>Describe the nature of the event including its aim.</p> <p>It may help you to include here or attach a map or layout diagram of the area your event will be taking place in clearing showing the boundaries you will be responsible for.</p> | <p>This event is a beach clean event consisting of volunteers from the local community who are interested in helping clean the beach and surrounding area.</p> <p>ATTACH A MAP / SCREEN SHOT FROM GOOGLE MAPS HERE:</p> |
| <p>Does the event require a licence? e.g. live music, entertainment, sale of alcohol.</p> <p>If so what sort of licence will be held and who is the licensee?</p> <p>How will the licence objectives be met?</p> | <p>N/A</p> <p>No licence is required.</p> |

| Risk assessment (RA): | |
|--|--|
| <p>Include key details of your risk assessment here and include a copy of main document as an attachment.</p> | <p>Refer to external document</p> |
| <p>Have you insured the event in respect of third-party liability and who is the insurer?</p> | <p>Yes</p> <p>Refer to external document</p> |
| <p>Has a fire risk assessment been completed as per the requirements of the Regulatory Reform (Fire Safety) Order 2005?</p> <p>It is a requirement of an event organiser to carry this out.</p> <p>You may wish to include here or attach a layout diagram of the event site including any significant features and hazards.</p> | <p>N/A</p> <p>The event will be held outside away from combustible materials and ignition sources.</p> |

| Safety of crowds: | |
|---|--|
| Expected numbers likely to attend event (This should be the overall number expected for the whole event – often visitors come and go at events) | |
| What is the expected maximum number likely to attend at any one point in time? | |
| What is your likely crowd profile? e.g. children/older people etc | All ages. Children will be accompanied by an adult (i.e. their parent(s) / legal guardian). |
| What space is available for the crowds you are expecting? You may wish to include a layout diagram and calculations of this based on the maximum likely at any one point in time. You will need to consider the worst-case evacuation for this number. | This is an outside event where the area of beach being covered is vast, allowing for adequate spacing of people. |
| If you need to evacuate these crowds you need to look at available egress routes and consider the time it could take. How will evacuation be carried out? (e.g. PA script messages and defined evacuation routes?) | As above, this event is outside. |
| With regard to evacuation what measures are you putting into place to facilitate this e.g. stewards (volunteers or trained SIA accredited stewards?), Public address systems and prepared evacuation messages. | N/A The event will be held outside, there is no building to evacuate. |

| Temporary Structures: | |
|--|-----|
| Are any portable structures to be used & what methods are in place to check their integrity? e.g. do you have sign off certificates from marquee erectors or safety certificates from any fairground rides? Who will check them and when? Are you using inflatable rides such as bouncy castles? These may require specific risk assessments. We suggest that any operator you use is part of the PIPA scheme http://www.pipa.org.uk | N/A |



| Fireworks & Pyrotechnic Management: | |
|---|-----|
| <p>Are you using any fireworks or pyrotechnics at your event?</p> <p>If you are, please provide details of provider and site layout. This needs to include location of audience, safety, display and fallout areas.</p> <p>More details can be found at http://www.saferfireworks.com/</p> | N/A |

| Medical: | |
|--|--|
| <p>What medical provision is being considered?</p> | <p>Basic first aid kit. Sharps bin. Hand sanitiser. Anti-bacterial wipes.</p> <p>The above will be available should any volunteer need it.</p> |

| Traffic Management: | |
|--|---|
| <p>How are you managing the traffic that your event may generate?</p> <p>e.g. are you providing car parks, signage etc</p> | <p>N/A</p> <p>There will be no requirement to control traffic or provide signage.</p> |
| <p>Does the event require any road closures?</p> <p>These will need to be applied for at least 8 weeks in advance for consideration.</p> | N/A |
| <p>Does the event require suitably trained & accredited staff to manage "live" traffic?</p> <p>Remember it is your responsibility to make sure the traffic is managed for a pre-planned event.</p> | N/A |
| <p>Does it require any parking suspensions or coning?</p> <p>This will need to be included in any traffic order.</p> | N/A |
| <p>What arrangements have you made with any public transport companies regarding this event?</p> <p>Often bus companies are keen to assist with getting more people to your event.</p> | <p>N/A</p> <p>Guests will make their own way to the event.</p> |

| Noise Management: | |
|---|-----|
| <p>How much noise will be generated at your event and what is its nature? e.g. public address, type of music</p> <p>Consider the timing of any music and the closeness of properties.</p> | N/A |
| <p>What measures are you putting into place to minimise the effect of noise on the community?</p> <p>This could include limits on levels and off-site monitoring</p> | N/A |

| Protecting children from harm: | |
|---|--|
| <p>How will you manage any found unaccompanied children at your event?</p> | Children must be supervised by their legal guardian at all times. |
| <p>How will you deal with any reports of lost children at your event from parents or guardians?</p> | <p>We'll start a search for the lost child. Someone will stay at the original meeting point, all involved in the search party must swap mobile numbers to keep in contact during the search.</p> <p>If the child is missing for a prolonged amount of time, then the emergency services would be contacted.</p> <p>Mobile phone signal quality/strength will be checked at the beginning of the event to ensure there is reception to make /receive calls should it be required in an emergency.</p> |
| <p>What procedures have you in place to record and report any potential child protection (safeguarding) issues?</p> | <p>There is a sign in / out sheet where names and contact numbers are recorded in case of emergencies.</p> <p>It should be noted in the briefing that all children must be accompanied by their legal guardian.</p> |

| Catering: | |
|--|--|
| <p>What arrangements are in place for catering at this event? Please include a list of any vendors and food safety certificate registration details.</p> | <p>N/A</p> <p>Guests are asked to bring their own refreshments during the event.</p> |

| Toilets: | |
|--|---|
| <p>How many toilets will you be providing and where will they be located?</p> <p>Guidance is available on the HSE website.</p> | <p>N/A</p> <p>The event is taking place outside. There are often public toilets available nearby.</p> |



| Event Control & Cancellation: | |
|---|--|
| <p>How will your event be controlled on the day?</p> <p>Who will be in the control team?</p> | <p>The beach clean leader will co-ordinate the group – Wearing a hi-viz vest to stand out.</p> <p>The following tasks will be done on the day:</p> <ul style="list-style-type: none"> - Checking people in on the 'sign in / out' sheet. - Handing out equipment. - Conduct a site-specific safety briefing. - Correct disposal of the litter collected. |
| <p>Where is your event control located?</p> <p>Please provide contact numbers for the event</p> | <p>The beach clean leader will be the main contact for event.</p> <p>The beach clean leader's contact number will be displayed on the sign in / out sheet for all volunteers should they need to contact them during the event.</p> <p>The beach clean leader's contact number will be as given on the front sheet of this event management plan.</p> |
| <p>How will you communicate with the control team and any stewards or helpers? (it may be helpful to have a list of who does what and contact details e.g. radio callsigns or mobile phone numbers)</p> | <p>There may only be one person on the beach clean team (i.e. the beach clean leader).</p> <p>Before guests commence the beach clean, it will be communicated to everyone how long we'll be beach cleaning for and when to finish and where to meet to conclude the event.</p> <p>All guests will have the beach clean leader's contact number should they need to contact them for first aid, to notify them they're leaving the event earlier than planned or other emergencies.</p> |
| <p>If you are using mobile phones for communication or making emergency calls, have you tested the site for coverage on your network you intend to use?</p> | <p>This is one of the points in the risk assessment that will be checked before the event commences on the day.</p> |
| <p>How will you deal with the effects of weather?</p> <p>e.g. Wind/rain/heat/cold</p> | <p>The days prior to the event, the weather forecast will be checked, depending on the severity of the weather, the event may be cancelled.</p> |
| <p>What if any trigger points will you use for mitigating action?</p> <p>e.g. a particular wind speed/direction or temperature from the Met Office 5 day forecast for your location.</p> | <p><u>Temperature range:</u> In extreme temperatures; the event may be cancelled. Such as <1°C or >30°C.</p> <p><u>Weather warning:</u> If the Met Office issues a weather warning of amber or worse, then the event will be cancelled.</p> |



| | |
|---|---|
| <p>If you need to cancel your event in advance how will this be done & communicated?</p> | <p>The event details and notifications are managed via Facebook and the website; linked to the Norfolk Beach Cleans page.</p> <p>If anyone has responded to the event as 'going' or 'interested'; any changes made to the event they'll be notified of via Facebook notifications.</p> |
| <p>If you need to cancel during your event how will this be done & communicated? (You may wish to consider pre-prepared statements to your audience).</p> | <p>The event duration is between 1 and 2 hours, so there would be no formal reason to cancel during the event.</p> <p>Unless the weather conditions became too dangerous, if someone was badly injured or there was unexploded ordnance found.</p> <p>The volunteers are free to leave whenever they want or stay as long as they want, their attendance is voluntary and the location is a public space.</p> |
| <p>If an emergency were to occur at your event beyond your planned control measures, emergency services may need to attend – What are your pre-arranged entry routes and rendezvous points (RVP's)?</p> | <p>The planned rendezvous point would be at the meeting point as arranged on the event (as listed on Facebook & website).</p> |
| <p>Remember it is still your event and you are still responsible for the safety of those attending unless the seriousness of the emergency means the emergency services formerly take over responsibility for the event.</p> <p>How would you handover the running of your event?</p> | <p>If the emergency services were to declare one part of the event as under their authority in order to respond to an emergency/major incident, but leave other parts of the event under my control as the event organiser, then the beach clean leader would be cooperative.</p> <p>There would be paperwork such as the sign in / out details to handover of attendees at the event.</p> |

Please attach documents here such as:

- Insurance Certificate
- Risk Assessment