

Appendix D

Event Safety Management Plan

Event Name:

Date:

Time:

Full event Address / Location:

Issued by:

Date submitted:

Introduction

Section 1 – Overview of event

Section 2 – Planning and Management

Section 3 – Venue and site design

Section 4 – Food and Drink

Section 5 – Environment / Sustainability

Section 6 – Special effects, fireworks and pyrotechnics

Section 7 – Amusements, attractions and promotional displays

Section 8 – Communication

Section 9 – Crowd Management

Section 10 - Traffic Management

Section 11 – Health & Safety

Section 12 – Fire Safety

Section 13 - Major Incident Planning

Introduction

When formulating your event plan go through each section and answer the questions applicable to your event.

Also, make use of the Gibraltar Event Planning A – Z Guide.

If unsure of a particular question you can approach a member organisation of the Safety Advisory Group. Contact details can be found in the Gibraltar Event safety Guide under useful contacts and A – Z Guide.

Section 1 - Overview of event

- What is the event about?
- Where and when will it be held?
- How many people are you expecting?
- What type of audience are you expecting?
- Is it a ticketed event?

Section 2 – Planning and Management

- Which organisations or groups are planning the event?
- Who is responsible for implementing the plan?
- Whose public liability insurance is covering the event?
- Who is the Event Manager?
- Who is the lead medical person?
- Where is the event control Room located?
- Where is your First Aid post?
- Where are your lost child / vulnerable person point?

Section 3 – Venue and site design

- **Site plan** – attach a map site showing the location of egress / ingress points, Rendezvous points (RVP), structures, barriers and facilities.
- **Access and egress** – width and numbers.
- **Accessibility** - toilets, lifts, refreshment areas, parking and other areas being used during the event by persons with reduced mobility.
- **Licences** – which licences / permits have been applied for?
- **Audience profile capacity** – expected numbers and profile?
- Maximum capacity of venue/ including indoor venues if different from main venue?
- Explain how you are going to monitor maximum capacity.
- **Duration** – Include start and end time of events. Include setup and dismantling times.
- **Toilet facilities** – Number of toilets? Specify number of male / female.
- **Waste Management** – Details of how the site will be cleared of refuse.

- **Electrical installations and lighting** – What power supply is available? What electrical equipment will be used?
- **Barriers** – Details of type and location of barriers?
- **Facilities for persons with disabilities** – wheel chair access and special provisions made?
- **Structures** – Details of temporary structures being used? (e.g. Stage / marquee)

Section 4 – Food and drink

- **Food** - Details of food vendors on site.
- **Water** – **Note:** during hot weather there has to be provision for the Public to buy water and provide free water for staff.
- **Alcohol** – is there a ban on alcohol? If yes consider procedure to search persons. If no ban explain how you are going to control underage drinking.
- Consider sustainable catering options.

Section 5 – Environment / Sustainability

- Consider all possible environmental impacts of your event.
- Possibility of avoiding single – use of plastic.
- Minimisation of energy requirements.
- Minimisation of noise.
- Consider possible impact on wildlife and planted area.

Section 6 - Special effects, fireworks and pyrotechnics

- Have you got the corresponding permits?
- Start time and duration of fireworks displays?
- Contractors to provide evidence of Public Liability Insurance, risk assessment and method statement.

Section 7 – Amusement attractions

- Include details of fairground rides, inflatable equipment and activities if any.
- Contractors to provide evidence of Public Liability Insurance and risk assessment.

Section 8 – Communication

- Include if by radio, phone or both.
- Date and time of brief to staff.
- Consider a contact list with call signs or mobile numbers.

Section 9 – Crowd Management

- **Security / Stewards** – Number and their roles. The recommended guidance for stewarding is 1 to 250 for seated events and 1 to 100 for all other events. The SAG

could recommend different ratios and either increase or decrease the requirement based on the risk assessment. For example at a high profile event or where there are large numbers of children or where there is a likelihood that large numbers of spectators will not comply with safety instructions the ratio would need to be increased.

- Include when briefings will take place.
- If using volunteers for stewards explain what training they will be receiving.
- **Policing** – Approach the Police to find out if they will be supporting the event and include in plan. (remember that safety of the event is your responsibility not that of the Police)
- **Lost / found children and vulnerable adults** – a robust procedure must be in place. Consider a lock down if a child is reported missing. In the case of a found child not reported missing consider how you are going to keep the child safe until returned to custodian.
- **Lost property** – Identify a location to deposit found property. Provide contact details after the event for persons enquiring about lost property. High value items should be handed to the Police. Low value items can be retained and disposed of after a reasonable period of time.

Section 10 – Traffic Management

- **Access to the event site** – Include how persons will get to the event. Access and egress for vehicles. Access for emergency vehicles.
- **Parking** – What parking facilities are available? How will parking be managed? Are you using trained personnel?
- **Traffic control and signs** – Will the event have an impact on the Public Highway? Who is carrying out traffic control (Police / Stewards?). Will signs be used to direct traffic and inform the Public? How will non-event traffic be managed? What type of signs are you using? Are they approved signs in law? Do you require road closures or traffic restrictions placed?

Section 11 – Health and Safety

- **Risk assessment** – a full risk assessment should be completed and attached as an appendix.
- **First Aid** – The Gibraltar Ambulance Service will provide advice and assistance in relation to the first Aid provision required.
- **Service provider** – Once the level of First aid cover is approved you can approach either a voluntary organisation (e.g. St John's Ambulance) or a private contractor. Whoever you go for you need to ensure that they are properly trained.
- **Noise and Vibration** – Noise levels will have to be monitored. Advice on noise levels can be sought through the Environmental Agency. Based on SAG recommendations

the Environmental Agency would monitor noise levels to ensure that they are kept to an acceptable standard.

- **Staff and volunteer welfare** – Have you considered particularly in hot conditions provision of water, shelter, sun cream and suitable breaks?
- **Adverse weather** – What provisions have you made for extreme weather conditions? High winds – cancellation of inflatables, erection of gazebos and other temporary structures? Have you provided for possible cancellation of the event.

Section 12 – Fire Safety

- **Exit widths** – have you considered the exit widths to allow for a safe evacuation / egress?
- **Calculations** - Ensure that adequate calculations have been conducted to safe capacity density.
- **Other considerations** – location of fire extinguishers / fire exits / fuel storage.

Section 13 – Major Incident plan

- **Initial response** – what procedures have you in place in the case of a major incident or any emergency occurring? The emergency services will not be on site straight away and you will need to manage the incident until their arrival.
- **Emergency co-ordination** – You should have a dedicated team to manage the incident until the arrival of the emergency services.
- **Emergency vehicles access** – You should have emergency access routes identified and a Rendezvous Point (RVP). Consult with the emergency services to agree the route and RVP at the planning stage.
- **Emergency Procedures** – Detailed procedures should be written to deal with a range of emergency situations. This will ensure that staff and emergency services responding follow the same procedure. Incidents to consider: Emergency evacuation / Fire / suspect package / Medical emergency / major structure emergency / overcrowding / Anti-social behaviour / lost child or vulnerable adult. **Guidance on the formulation of emergency plans can be obtained from the Safety Advisory Group.**