

## Event Management Plan Template and Guidance Notes

<b>Event Name</b>	
<b>Event Location</b>	
<b>Event Date</b>	
<b>Organisation</b>	
<b>Document last updated</b>	

## **Useful information**

The HSE Event Safety Guide (the Purple Guide) second edition can be accessed at [http://www.qub.ac.uk/safety-reps/sr\\_webpages/safety\\_downloads/event\\_safety\\_guide.pdf](http://www.qub.ac.uk/safety-reps/sr_webpages/safety_downloads/event_safety_guide.pdf)

It contains information that will expand that given as guidance in this document

The publication of the new and up-to-date guidance for the management of events in 2014: The Purple Guide has been written by The Events Industry Forum in consultation with the events industry. Its aim is to help those event organisers who are duty holders to manage health and safety, particularly at large-scale music and similar events.

It is available for a yearly subscription at <http://www.thepurpleguide.co.uk/>

# 1. Introduction

The purpose of this document is to provide broad guidance notes for event organisers planning to hold an event in the Swindon Borough Council area. The document also provides sections that should be completed to help you develop a detailed EMP (Event Management Plan). It is recommended that you save a new version of the document and complete all sections in [blue](#); after all sections have been addressed you will have an EMP for your event. Remember to delete all the guidance text once you have completed the template.

## 2. Event management

### 2.1. *Pre Planning*

The success of any event is always dependant upon adequate pre planning and it is essential that you allow enough lead-time to ensure that your event is a success. By addressing the why, what, where, when and who early in your planning process, it will help you to make informed decisions during the event planning process.

- **Why** – it really is worth asking this question at the very beginning, sometimes you may find that the answer is not immediately obvious. By addressing the why, it will help your organising committee establish the core values of your event. Establishing the core values will help you design your event and develop the ‘who’ and therefore ‘what’ elements you should include as part of your event programme.
- **What** – you need to decide what it is that you will present at your event. Your core values will provide direction here. Knowing who your target audience is will help you identify what elements should be at your event. Try to put yourself in the shoes of someone from your target audience, what are there interests, what will attract and excite them at your event.
- **Where** – some things that should be considered when deciding on your event venue include: site area, access, community impact, transport, car parking, ground conditions and existing facilities such as toilets. It is also worth considering your venue in terms of your target audience, is the location accessible to your main target audience?
- **When** – consider your event date in terms of some of the following: other events, day of the week, do your opening times suit your audience and the likely weather conditions at that time of the year.
- **Who** – this is one of the most important points to consider in your pre planning process. Identifying the ‘who’ will come from your ‘why’ and the identification of the core values. Your ‘who’ may also mean you need to give special consideration for facilities such as young children, teenagers, the elderly or disabled.

### 2.2. *Event overview*

[Provide a paragraph here that provides an executive summary of the event.](#)

Please keep in mind that you are trying to provide someone who knows nothing about your event with as much information as possible in a succinct paragraph or two.

### 2.3. Key event management contacts

Complete 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.

The event manager has overall responsibility 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 manager.

Name	Role	Responsibility	Contact Details – Mobile/ radio
	Event Manager	Overall responsibility	
	Production	All event infrastructure, ordering, delivery timings etc	
	Volunteer Coordinator	Volunteer recruitment, training and event day management	
	Steward Coordinator	Recruitment, training and event day management	
	Health & Safety	Risk assessments, legal compliance, fire points, site inspections, first aid provision	
	Welfare	Toilets and wash facilities	
	Waste Management	Organisation of waste clearance and recycling	

### 2.4. Key event contacts – other

Populate the below table with all the other key contacts for your event. Add more lines if necessary.

This section is for your use, not the Council's, and will help with your event planning and management on the day. You should include details of everyone who will be involved with your event, such as suppliers, stallholders and emergency contacts.

Suppliers (marquees, catering etc)				
Organisation	Contact	Service	Contact details	Notes
			Email and mobile	
Authorities (fire, police, first aid etc)				

Organisation	Contact	Service	Contact details	Notes
		On call	Email and mobile	
Artists / Entertainment				
Organisation	Contact	Service	Contact details	Notes
			Email and mobile	

## 2.5. Staffing

It is easy to underestimate how many staff will be required to plan and successfully run your event. Consider how many stewards, car park attendants etc. you will need to manage things safely.

Please list the other staff who will be needed to help run your event, in addition to the key event management contacts listed above.

## 2.6. 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 below example 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.

Emergency services- Police, Fire, Ambulance				
		Event manager		
Security manager	Safety manager	Production manager	Artist manager	Volunteer manager
Security staff		Production staff	Stage manager	Volunteers
Stewards		Crew	Stage crew	

## 2.7. Programme Schedule

Complete the event schedules below.

You should list everything that needs to be done before, during and after your event. This will help ensure you complete tasks on time and that things aren't forgotten.

The schedules below each show an example of a typical task.

Production Schedule XXXXXX event – prior to event day							
Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete
20/06/2009	Pick-up event signage from sign writer	10am	12 noon	Van + Bill & Ben	Take cheque for payment	X Van booked	
Production Schedule XXXXXX event – event day							
Task		Start	Finish	Resources/ who	Notes	In Hand	Complete
Stall holders arrive on site		7am	9am	Stalls coordinator - Sam	All vehicles off site by 9.30 and no further vehicle movements	X stalls coordinator briefed	
Production Schedule XXXXXX event – post event							
Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete
25/06/2009	Return generator	9am	10am	Van + Tom	Make sure cables go back	X	

## 2.8. *Timetable*

You can use the below table as a template for your event's timetable.

If your event will have activities taking place at different times and locations across the event site, you will need to programme your activities.

For example, you may have a stage, arena area and walkabout entertainment. 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.

For smaller outdoor events breaking your timetable into periods of between 5 and 15 minutes usually works well.

	Stage and arena programme for XXXXXX event						
Time	Stage programme	Arena programme	Face painter	Walkabout theatre	Bubble blower	Balloon modeller	other
12:00	Mayor opening		Face painter				

12:05							
12:10							
12:15	Changeover	Bike demo		Walkabout 1	Bubble blower		
12:20							
12:25							
12:30	Dance performance					Balloon modeller	
12:35							
12:40							
12:45							
12:50							
12:55							
13:00							

### 3. Health and safety

#### 3.1. *Your responsibility for health and safety at your event*

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.

The sections below will help ensure you take all reasonable steps to ensure your event is safe and complies with all health and safety law and guidelines.

#### 3.2. *Risk assessments and management*

Please provide a copy of your completed risk assessment. An Event risk assessment Guidance note with example form has been attached which will lead you through the risk assessment process

The risk assessment process is not an option when planning an event, it is an absolute necessity. 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, constantly monitored, adjusted and shared widely with internal and external stakeholders.

The first step in the process is to develop a risk register, which identifies the risks for your event. Each identified risk will then be dealt with via the risk assessment template. You must include the fire risk within this assessment.

### **3.3. Risk assessments –contractors**

Please list here all other contractors associated with your event. You will need to collect copies of their risk assessments.

Some examples could be a fun fair ride, face painter or walkabout performer. Remember that you as the event organiser hold ultimate responsibility for any element of the event you contract in.

### **3.4. Security**

Most events, although not all, will require some professional security or stewarding to help with crowd control. Your risk assessment must include your security requirements. When assessing the security needs of your event give consideration to the following; venue location, date, operating times, target audience, planned attendance numbers, fenced or open site etc.

Document your security plan here.

Security at events must be SIA (Security Industry Authority) registered. More information is available at <http://www.sia.homeoffice.gov.uk/Pages/home.aspx>

### **3.5. Stewarding**

In addition to your own organisation's staffing requirements you will also need to consider stewarding requirements.

Document your stewarding plan here.

Some key points to consider when developing your plan are:

- Your risk assessment will help you identify your requirements
- Stewards 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 as they need to understand how they can cascade information or report incidents during the event
- Give consideration to; venue location, date, operating times, target demographic, planned attendance numbers, fenced or open site etc

### **3.6. Emergency procedures**

Please document here what emergency procedures you will have in place for your event.

Once again, your risk assessment should help you document your procedures. Think about what you will do if a fire 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 document your procedures and communicate this 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.

### 3.7. **First aid / medical cover**

Please document here what first aid and or medical cover you will have at your event.

The Purple Guide 2014 and the National Ambulance Service Guidance for Preparing an Emergency Plan 2013 will help you:

Assist in planning and delivering a safe, effective and resilient medical service to the event

Identify a named Event Medical Manager to oversee all aspects of service delivery

Determine the medical cover for event and therefore provide sufficient appropriately skilled, experienced and equipped staff to provide the service

Inform the NHS Ambulance Service of the medical provision for the event

Reduce the likely impact on the wider NHS services

Score the following table to confirm the type of medical led service:

		Very low	Low	Medium	High	Very high
Clinical activity	Expected number of patient presentations	1	2	3	4	5
	Expected level of patient acuity	1	2	3	4	5
Event characteristics	Expected levels of drug & alcohol problems	1	2	3	4	5
	Expected levels of violence and disorder	1	2	3	4	5
Total:						

No individual score over 1	First Responder-led service
No individual score over 2	Paramedic or Nurse-led service
No individual score over 3	Doctor-led service
Any individual score of 4 or 5	Emergency Medicine doctor-led service

Confirm the score above and the predicted attendance to determine the level of medical cover required:

Event Type/Led by	Predicted attendance/minimum medical cover	Your selected event profile/considerations
<b>First Responder-led service</b>	<b>Up to 2000 attendees == tick here == ==&gt;</b>	
No significant problems expected	Minimum: 2 first aiders 2 first responders for up to 500 attenders 4 first responders for up to 2000 attenders 1 manager	Consider:  Paramedics, ECPs or ENPs to increase casualty assessment and stabilisation capability where circumstances dictate  Site ambulance and crew if event held across a large area
<b>Paramedic or Nurse-led service</b>	<b>2000 – 10,000 attendees== tick here =====&gt;</b>	
Low risk of significant problems	1-2 paramedics 2-4 nurses 2 first responders/4000 attenders 1 manager	Consider:  Doctor  Rapid Response Vehicle  Ambulance(s) and crew for on-site service and transfers to hospital
<b>Doctor-led service</b>	<b>10,000 – 20,000 attendees== tick here = == =&gt;</b>	
Moderate risk of high acuity presentations	1-2 doctors 2-4 nurses or ENPs 1-2 paramedics or ECPs 2 first responders/ 5000 attenders 1 site ambulance and crew 1 Rapid Response Vehicle 1 road ambulance and crew for off-site transfers only 1 manager	Consider:  On-site liaison and control facility  Second road ambulance if transfer times prolonged
<b>Emergency Medicine doctor-led cover with specialised support</b>	<b>Large, often complex event, typically 20,000 to 100,000 attenders – maybe many more == tick here == = ==&gt;</b>	
Significant risk of high acuity presentations, substance misuse and disorderly behaviour	2 doctors/25,000 attenders 4 nurses/25,000 attenders 2 paramedics/25,000 attenders 2-4 first responders/25,000 attenders 1-2 site ambulances and crew/50,000 attenders 1-2 road ambulances and crew/ 100,000 attenders for off-site transfers only 1-2 Rapid Response Vehicles	Consider providing on site:  Emergency department Advanced wound care Pit crews Mental Health Team Pharmacy X-Ray  Physiotherapy, podiatry,

	On-site liaison and control facility Management team	dentistry etc. Further road ambulances if transfer times prolonged
--	---	---

Confirm your event medical cover that will be provided:

<b>Name of Medical Provider</b>		
<b>Medical provider contact number before and during the event</b>		
<b>Medical provider email address</b>		
<b>Medical Provision on Site</b> (please note that is you do not have an ambulance provision indicate how you plan on transporting patients to hospital)	<b>Number of First aiders:</b>	
	<b>Number of HCPC registered Paramedics:</b>	
	<b>Number of IHCD Technicians/L4 Diploma for Associate Ambulance Practitioners:</b>	
	<b>Number of Emergency Care Assistants:</b>	
	<b>Number of onsite ambulances:</b>	
	<b>Number of CQC registered Emergency Ambulances able to transport offsite and CQC registration number:</b>	
	<b>Number of Nurses:</b>	
	<b>Number of Doctors:</b>	
<b>Any other medical provision (please state):</b>		

### 3.8. *Electricity*

If you are including electrical supply as part of your event please document the details here.

Temporary electrical installations are subject to the same standards and regulations as permanent electrical installations and must comply with the general requirements of the Electricity at Work Regulations 1989. Any event that has electrical supply included must have a competent electrician sign-off the installation prior to the event starting. Refer to the HSE website for detailed information on electrical safety <http://www.hse.gov.uk/electricity/index.htm>

### 3.9. *Fire safety at your event*

You must address the area of fire safety for your event.

Please confirm here that you have addressed the fire risk in your event risk assessment. Also document how you have addressed the key areas of the fire risk assessment process

highlighted below:

- Identify the fire hazards, i.e. sources of ignition, fuel and oxygen
- 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, fire fighting, escape routes, signs and notices, lighting, maintenance
- Recording significant findings and action taken
- Prepare and emergency plan
- Inform and instruct relevant people, provide training
- Keep assessment under review and revise where necessary

Useful resources for fire safety planning include:

<http://www.communities.gov.uk/publications/fire/firesafetyassessment>

Fire Safety Risk Assessment – open air events and venues (downloadable from above website)

Guide to Fire Precautions in Existing Places of Entertainment and Like Premises

### **3.10. *Fun fairs and inflatable play equipment***

If you plan to have bouncy castles, rides or a fun fair at your event you must carry out a number of checks and collect a range of documentation.

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

The following are areas that you should confirm with the operator by way of certification and their risk assessments.

- Is the operator conforming to the PIPA Scheme?
- Have they carried out the daily checks on the equipment as required by EIS7
- When was the equipment last fully inspected?
- Will you get full instructions on its SAFE operation?
- Has the inflatable a PIPA tag?
- Do you have a copy of the current PIPA test certificate for this equipment?
- If it is set it up with the blower unit at 1.2 metres distance will it still fit on my site?
- Is the equipment clearly marked as to its limitations of use (max. user height etc.)?
- Are you a member of a relevant association (AIMODS, NAIH or BIHA)?  
(Check this against the relevant web site listing (See Participating Organisations))
- Do they have £5 million Public Liability Insurance?

Further guidance on the British Standards and law relating to inflatable play equipment is available on the PIPA Inflatable Play Inspection Scheme website  
<http://www.pipa.org.uk/index.asp>

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

Points you will need to address include:

- Any stand-alone ride or rides that are part of a fun fair must be part of the ADIPS (Amusement Device Inspection Procedures Scheme) scheme
- You should request from the operator a copy of their In Service Annual Inspection papers and copy of these must be provided to the Events Team
- The operator should also confirm in writing to you that they adhere to and operate under the HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice

### **3.11. *Temporary demountable structures***

For a small event, temporary structures may simply be some market stalls and a marquee. Larger events and festival 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 in the approval process. If structures are planned to be in place for extended periods of time then planning permissions may be required. Larger temporary structures need to be signed off by independent engineers before they can be used.

Please provide a detailed list of all temporary structures you plan to bring onto your event site. Include the procedures you will follow to ensure all structures are supplied by a competent contractor.

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

### **3.12. *Animals at Events***

Your event may include bringing animals onsite for exhibition, performance or entertainment.

You / The Hirer shall be responsible for the welfare of the animals under the Animal Welfare Act 2006. This includes the animals' transport, housing, food, and how they are displayed to the public.

You must provide copies of all relevant licences and registration documents with your event application. The Authorised Officer may prohibit the use of any animal at the Event which they consider may pose a danger to the public.

Event Holders may use only the animals which are listed on the Event Application form and any updates to that list, which must be submitted to the Authorised Officer for approval at least 7 days before the animals are to be brought to the Site.

Please provide a detailed list of all animals you plan to bring onto your event site. Include

## 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.

1. Letting residents and businesses in the surrounding area know about your event plans before the event – the earlier the better
2. Internal communications on the day of the event
3. Audience communication

### 4.1. *Event communications – Surrounding residents*

Document here how you are going to communicate your event plans to surrounding residents and businesses

### 4.2. *Event day communications - Audience*

Document here what plans you have in place for communication with your audience on the day, take note of point 3 above.

This could include flyers, signage, site plans, public address system, information points etc.

### 4.3. *Event day communications – Internal*

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

Document here what plans you have in place for your event day communication for event staff and emergency services, both on site and off site.

Key points to consider when developing your plan are:

- Ensure that under 2.3 Key Event Management Contact you list phone contact details and radio channel details if radios are being used
- Ensure that via your organisational structure (2.6) 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
- Ensure your communications plan ties up with your emergency response plan

## 5. Lost children

Please document here what your lost children's policy and procedures are.

You must ensure that you develop a lost children's policy and make all event staff and volunteers familiar with the procedures and policy. 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 Barring Service) checks in place.
- All incidents need to 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.
- Parents and guardians should provide ID and a description of the lost child before they are allowed to collect the child
- 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.

## 6. Licensing

### 6.1. *Premises and TEN (Temporary Events Notice)*

If you are planning an event where there will be entertainment, alcohol for sale, or hot food or drink for sale after 11pm, you probably need to submit a Temporary Event Notice (TEN) if you do not have a Premises Licence. Contact the Swindon Borough Council Licensing department on 01793 466331 for clarification

If your event is including any licensable activity please provide details here.

### 6.2. *PRS and PPL Licence*

Ensure you have the correct licences for Live and recorded music from both the PRS (Performing Rights Society) and the PPL (Phonographic Performance Limited).

Please provide details on any recorded or live music you plan for your event.

## 7. Insurance

As stated in the Terms and Conditions for the Hire of Swindon Borough Council Parks/ Open Spaces 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, employee insurance.

Please confirm that you hold public liability insurance to the minimum value of £5 million and that a copy of the policy has been forwarded to the Events Team.

➤ You will also need to ensure that you hold copies of all contractor's relevant insurance and that copies of such can be provided to the Events Team upon request

## 8. Provision of food

Document details here of any catering and or provision of food you plan to provide at your event. Please note that all details of any catering concessions should be listed under 2.4 Key Event Contacts – Other. SBC Environmental Health Food Team will require a list of your food providers no later than 2 weeks prior to the event date.

## 9. Site considerations

### 9.1. Site Plan

Please include a copy of your site plan within this document or as separate attachment.

A site plan must be submitted for your event; the more accurate and detailed the plan the better. It will help you execute the site build and production elements of your event.

Your site plan should include the following:

Placement of all temporary structures	All other site infrastructure
Any fencing or barriers	Generator or power sources
Power supply runs (cables)	Entry and exit points
Emergency exits and assembly points	First aid points
Information point	Lost children's point
Vehicle entry points	Any event décor, i.e. flags, banners etc

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. Toilets

You are required to provide adequate toilets facilities for you event attendees, staff and contractors.

Please outline here your planned toilet provisions for your event based on your expected numbers and gender split.



The HSE guidelines for toilets numbers are provided below.

You will need to provide disabled facilities and it is good practice to provide separate sanitary facilities for caterers.

For events with a gate opening time of 6 hours or more		For events with a gate opening time of less than 6 hours duration	
Female	Male	Female	Male
1 toilet per 100 females	1 toilet per 500 males + 1 urinal per 150 males	1 toilet per 120 females	1 toilet per 600 males + 1 urinal per 175 males

### 9.3. *Vehicles on site*

You will need clearly marked emergency vehicle entrance and exit routes on your site plan and as part of your emergency planning. If these entrances and exits will be shared with other traffic, you will need a procedure for the safe entry and exit of emergency vehicles.

[Please outline your vehicle policy for your event site here.](#)

Points to consider when developing your vehicles on site policy:

- 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?
- 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.

### 9.4. *Traffic, transport and parking*

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 you consider traffic, transport and parking no matter what scale your event is.

[Outline any traffic, transport or parking plans you have in place for your event.](#)

Points to consider when developing your plans:

- How will your target audience travel to your event?
- 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.
- Are you proposing any road closures? If so the Events Team can provide the correct contacts to apply for a road closure. Road closures require a minimum of 6 weeks lead time and, in all cases, the more notice provided the better.

## 10. Environmental considerations

### 10.1. *Waste management*

It is essential that your event has a waste management plan in place and that it is carried out.

[Document your waste management plans for your event here](#)

Points for consideration:

- How will you keep the site clear of waste? – Stewards/ volunteers
- How will you manage waste during and after your event, including details of bins, recycling, litter picking?

### 10.2. *Recycling*

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 organisational to manage recycling on the day.

[Document your recycling plans for your event here](#)

Points for consideration:

- Make sure your concessions and food suppliers have appropriate policies and procedures in place in regards 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? Will this be the remit of stewards or volunteers?

### 10.3. *Noise*

All green spaces in the Swindon have residential areas in close proximity and it is therefore essential that the Events Team are fully aware of any event elements that may cause noise issues. The most obvious elements that have the potential to cause noise pollutions issues are live music stages, fun fairs and public address systems.

[Please document what elements of your event have the potential to cause noise nuisance and what plans you have in place to mitigate this.](#)

Points to consider:

- What action can you take to mitigate noise nuisance.

- Larger events that have a music stage will always have to employ a professional sound engineer
- Residents should be provided with an event day contact from your organisation that can be contacted on the day should they wish to raise a noise complaint

## **10.4. *Weather***

### **Severe weather and event cancellation**

Please document here your severe weather and event cancellation policy and procedures here

Points to consider:

- Consider any weather conditions which may lead to cancellation and how you will manage this.
- How will you let people know?
- Do you need insurance coverage for cancellation?
- Is there a flood risk?
- How will your event management team decide if weather conditions are too risky for your event to go ahead?