

Event Management Plan



Contents

1. Event Overview
2. Site Management
3. Incident Management
4. Traffic Management Plan
5. Event Safety Measures (Covid-19)

*Please type your answers into the white boxes
Please refer to our Events Toolkit when completing this document*

Event Organiser Details

Event Organiser Name	Hoptails Bar & Events
Organisation	Hoptails Ltd
Contact Telephone Number	██████████
Email Address	party@hoptails.bar
Name of Event	All Hallows Festival
Location of Event	Patson Hill Farm, Sherborne, Dorset, DT9 4SY
Date of Event	28 th October 2023
Contact Telephone Number on day of the event (if different to above)	Sam Cabell; ██████████, Steve Ferris; ██████████, Alex Ferris ██████████
Event Site Map	https://studio.oneplanevents.com/index.php/link-share/view?code=ftNcqbKD6cOK

1. Event Overview

1.1 Event Overview

Please provide a description of your event

A family friendly Halloween themed festival featuring:

Various food stalls

Comedy witch entertainment

Live music

Laser light show

Bonfire & Fireworks

Please provide the following information about your event

Event start time	12:00 28th October 2023
Event end time	03:00 29 th October 2023

1.2 Event Itinerary

Please provide timings of your event including setup and breakdown timings

Date / Time	Action
16/10/23	Marquee is being erected
18/10/23	Events crew mobilise on site to erect heras fencing, toilets, power generation, lighting, ground protection and other supporting activities
25/10/23	Smaller marquees and gazebos will be erected.
27/10/23	Stretch tent is being erected
30/10/2023	Tents and Marquees to be taken down
30/10/2023	Events crew will be removing equipment over a number of days

1.3 Programme of Events

Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)

Time	Activity
12:30	Theya Band
15:30	Bruno Mars Band
17:45	Queen Band
19:30	Bonfire is lit
19:45	Fireworks
20:30	The Wurzels Band
21:45	The Break Beat Bandits
22:30	DJ Set starts

1.4 Event Management

Roles and Responsibilities on Event Day (s)

Please provide a brief description of the roles of event staff and their main responsibilities. There may be other roles that are not listed here that are applicable to your event.

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

Role	Responsibilities
Event Organiser	Sam Cabell - [REDACTED]
Event Manager	Steve Ferris - [REDACTED]
Site Manager	Steve Ferris
Health & Safety Officer	Alex Ferris - [REDACTED]
Arena/stage Manager	Andy Martin - [REDACTED]
Steward Coordinator	Alex Ferris
Security Manager	Pat Briggs - [REDACTED]

1.5 Crowd Management

Please provide details on how you will manage the crowd at your event

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

Is your event ticketed? If yes, what arrangements are in place for this?

We are a ticketed event, separating adult, teen & child tickets.
Everyone will be ID'd at the gate before a wristband is issued & this forms part of our challenge 25

How will you manage capacity at your event?

It's ticketed only

How will you manage the access and egress of the crowd?

We have site security staff on site from 12:00

1.6 Advertising

Please provide details of how you will advertise your event

How and where do you plan to advertise your event?

Road signs, Facebook & other social media platforms

2. Site Management

2.1 Contractor Management

Please provide details of any contractors that will be involved with your event Please ensure that you check any safety documentation of contractors that you hire	
Company	What are they providing/doing?
Events Crew	Welfare facilities, crowd management, power
Wizard Events	Marquee & Tents

2.2 Traders

Please provide details of any traders/commercial traders and charity stalls that will be at your event Please ensure that you check any safety documentation of traders	
Name of Organisation	Concession Type
N/A	

Sale of Alcohol
<p>If you are selling alcohol at your event, please contact the licensing department as you will require a temporary events notice. Please explain below how you will manage the sale of alcohol.</p>
<p>Only adult wristband holders can purchase alcohol at the event. Adult wristbands are issues during ticket and ID check.</p>
Catering Requirements (Food, drink, water)
<p>For each catering supplier/food stall that you have attending your event, please provide the following information:</p> <ul style="list-style-type: none"> ● Name of Business ● Address of Business ● Contact telephone number ● Name of local authority that they are registered with ● National food hygiene rating (if available)
<ul style="list-style-type: none"> ● The Pit <ul style="list-style-type: none"> ○ Address: Hummingbird, 1 Abbey Lane, Sherborne, Dorset, DT9 3LE ○ [REDACTED] ○ LA: Dorset ○ FHR: ● Grilla Café <ul style="list-style-type: none"> ○ Address: New Inn, Dorchester, Dorchester DT2 7BG ○ [REDACTED] ○ LA: Dorset ○ FHR: 5 ● Gold Hill Drinks Company

- Address: 16 Long Cross, Shaftesbury, Dorset, SP7 8QP
- [REDACTED]
- LA: Dorset
- FHR: 5

2.3 Fencing and/or barriers

Please tell us if you plan to use any fencing and or barriers at your event including the type and their location

Please ensure that you check any safety documentation of contractors that you hire.

Perimeter Heras fencing

Staging crowd control barrier

2.4 Electricity, Water, Gas Supply and Generators

Please tell us if you plan to use electricity, water, gas supply or other flammable liquids at your event. If so, please tell us where these will be sourced and the processes in place to manage these.

Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids.

Please ensure that you check any safety documentation of contractors that you hire.

Water is potable supply from the farm house

Generators have bunded fuel tanks supplied within the unit. Events crew will be in charge of the delivery, installation and removal of the generators.

The farm has multiple electricity outlets that will also be utilised.

2.5 Temporary Structures

Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, staging

Please ensure that you check any safety documentation of contractors that you hire.

A Large Marquee, A stretch tent, 2 small gazebos and a small marquee for the children's entertainment

All located on the site plan.

2.6 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here. Please ensure that you check any safety documentation of contractors that you hire.

The food stalls have their own fire safety in their plans such as fire extinguishers.

The event will provide water and CO2 fire extinguishers for the stage, backstage area and the bar.

We have a fire safety officer; Dan Cabell [REDACTED] who is completing our fire safety assessment. This will be completed once the Bonfire has been built.

The fireworks are managed by a specialist company and the edge of the exclusion zone will be outside of the boundary of the event.

The bonfire will be in a field nearby to the event although there will be no access from the event to the firework field for members of the general public.

2.7 Temporary Events Notice

IMPORTANT NOTE:

Licensable activities at your event such as the sale and supply of alcohol, the provision of late night refreshments to the public and regulated entertainment may require a temporary event notice (TEN). A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours.

A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licences in place.

2.8 Musical Entertainment

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you manage noise disturbance and potential complaints.

Important notes:

- If you have live music you may require a Temporary Events Notice.
- Please ensure that you check any safety documentation of contractors that you hire.

Live music will be played at the event.

We have done our due diligence & searched the nearest residential locations & have identified the following:

680M from our event is Combe Farm, residents here have been made aware of the event & have been offered free tickets to our event.

730M from our event is Pearce seeds, residents here have been made aware of the event & have been offered free tickets to the event.

1000M from our event is Sherborne Turf, this property is non- residential.

1500M from our event is a cottage, residents here have been made aware of the event & have been offered free tickets to the event.

1800M from our event is a cottage nr Trent, residents here have been made aware of the event & have been offered free tickets to the event.

The location on the farm is surrounded by very steep hills & woodland, we don't see noise being an issue due to the location.

2.9 Attractions

Please provide details of any attractions that will be at your event e.g. inflatable's, funfair/children's rides, fireworks

Please ensure that you check any safety documentation of contractors that you hire.

Name, address and telephone number of organisation	Attraction
Euphoria Pyrotechnics Ltd - Steve Hawkins - [REDACTED]	Fireworks
Dan Cabell [REDACTED]	Bonfire / Fire safety

2.10 Medical and First Aid Cover

Please provide details of the medical provider and resources that you have arranged to be at your event including their location (i.e. number of first aiders, doctors, ambulances etc.)

One member of security has a FREC 3 qualification

2.11 Public Health and Welfare

Please provide details of the arrangements you have made for the following:

Toilet Facilities

Please provide details of sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance.

5 x Portalooos
1 x Disabled portaloo
2 x Urinal trailers

Waste Disposal

Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor.

We have waste bins on site & will be sorted into the correct general waste/ recycling bins once the event has finished. We will be disposing of this waste with a 3rd party contractor.

As the event organiser if you anticipate that any waste bins within the event area may get full please indicate the position of these bins on the event site plan. If extra 'wheelie' bins are required in those areas, please state below how many and where.

Bins will be located on the site plan

As the event organiser, are you happy to monitor waste and empty bins, moving bags to an agreed location?

We will have volunteers on site monitoring this.

Noise Management

Please provide details of the arrangements made for minimising noise disruption at your event, particularly if you are having live, amplified music.

All Music will be played inside the large Marquee & the stage location is facing into a large hill & the location on the farm is in a natural bowl of land. As discussed above, we have assessed the distance to the nearest residential property and the event will not present a noise issue.

2.12 Accessibility

Please tell us how you have made your event accessible and provide details here. e.g. Accessible toilets provided, Accessible parking, Ramped access

The event is on flat ground and the disabled parking is nearest the entrance. We have Polaris vehicles available to drive those people with limited mobility to and from the parking area. Toilets are accessible. There are no steps, so ramps are not required.

2.13 Steward and Marshal Management

Please provide details of the arrangements you have made for stewards at your event

What are the roles and responsibilities of your stewards?

Stewards will be dealing with car parking, issuing tickets, general information, waste bins,

Where will they be positioned and why?

All over the site in numerous places.

Who are your stewards? How will they be identified?

We do not require names, just where you have recruited them from.

Friends & family of the organisation, they will be wearing branded hi-viz shirts and crew wristbands.

Will you be using Security Industry Authority (SIA) qualified security staff? If so, what will their role be?

Yes, they are SIA registered, access control, crowd management & licensable areas. Security company SIA number is [REDACTED] - Patrick Briggs.

How will your stewards be trained?

SIA door supervisor as a minimum.

When will your stewards be briefed?

Please provide a copy of the information that will be given to Stewards (briefing document)

Volunteered stewards will be briefed 1 hour before opening

How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?

Digital Icom radios

3. Incident Management

IMPORTANT NOTE:

Do not assume that the emergency services will attend your event other than in an emergency. Your event must be managed without the support of the emergency services, even if they have agreed to attend as they may be called away to an emergency elsewhere. They cannot provide support to any element of your event other than in an emergency and even in this instance their first port of call would be your contingency plans.

3.1 Welfare of Children

Please provide details of how you would deal with a lost or found child or vulnerable person at your event. Please include the following:

What is your procedure?

Who is the designated person in charge of this?

Where is the rendezvous point?

How will announcements be made?

All children will have their parent/s' telephone number written on their wristbands for ease of reconnecting them with family.

In case of a lost child, gates will be locked down, child's description circulated via radio. There will be a designated area for the child to be taken to until parents are found. This will be in a gazebo supervised by a steward.

If parents report their child missing, they must stay with security until verification of reuniting can be completed.

3.2 Incident Reporting and Investigation

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event

Any accident or incident will be reported to the security HQ where each will be recorded and assessed in the event accident book.
Further action will be taken according to the severity of the situation.
Event security HQ is located on site plan.

3.3 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency.

It is advisable to have emergency messages scripted before the event for use on the day

Updates on social media pages

Live announcements on the day if needed will come from the stage.

In the event of a total power failure, the bar and the stage have a megaphone.

3.4 Emergency Plans

IMPORTANT NOTE:

It is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to Dorset Police. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.

It is important that you set out your procedures carefully and brief all event staff, contractors, and volunteers so that they are clear and widely understood.

In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.

Please provide details of your emergency plan for the event

It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the 'what if's' at your event (i.e. contingency planning).

What are your contingency plans for situations, such as:

Need for evacuation, fire, power failure, collapse of a temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, key location becomes unavailable, cancellation prior to or during?

This is not an exhaustive list and the specific nature of your event will suggest others.

The entrance to the event for emergency vehicles will be straight down Patson Hill Lane to the white gates before which it will be possible to turn left into the middle of the event. Security and stewards will keep the way clear for access if necessary.

At your event, who will be responsible for determining that an incident is now a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control?

Event manager

Who will report this to the emergency services?

Event manager

What systems do you have in place to contact the local emergency services?

Designated mobile phones for the event manager, site manager and H&S manager.

Who will liaise with the emergency services when they get to the site?

Security staff alongside Event Manager

What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?

Main entrance driveway to farm – Patson Hill Lane – turn left before white gates and left again directly into the middle of the event.

Security will ensure the car park is closed during any incident ensuring Patson Hill Lane remains free or traffic.

Who will be responsible for crowd control during an incident?

Security staff, co-ordinated via security manager/control and via stewards.

If required, how would you evacuate your event? What steps would you take?

Show stop announcement via the stage, communicated via comms. Event management, security & volunteers would take up predesignated positions & roles to do a safe quick evacuation to the adjacent field.

How will you communicate the evacuation instruction to your audience?

Via the stage speakers or megaphone in the event of total power failure.

Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)

Battery powered exit signage in the marquees and battery site lighting outside if required.

4. Traffic Management

4.1 Traffic Management

Please answer the following questions in detail regarding traffic management at your event

Is your event taking place on or off the Highway?

Off the Highway

What is the best route for traffic to take in order to get to your event? How will this be communicated?

Signs will be put on the roadside & directions given. DT9 4SY is the postcode and there is only one property with this postcode which leads the driver directly down Patson Hill Lane.

What is the best and safest route for traffic to exit your event? How will this be communicated?

Via the main road.

In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Please include information about how they will cross open roads safely.

There is a designated car park off Patson Hill Lane to the left, clearly signposted "CAR PARK and CAMPSITE". Pedestrians do not need to cross any open roads to access or leave the event. All pathways to and from the car park, camping will be clearly illuminated.

What have you done to liaise with and inform local residents and businesses about the impact to local roads?

We have spoken to all residents.

Can people enter your event without causing an obstruction on the road?

Yes – there will be one way into the property and one way out.

How have you considered the impact that your event will have on public transport? Have you informed your local bus/rail/taxi company?

We have a private taxi company running at the event.

**Are you requesting any parking suspensions as part of your event?
If yes, please complete the information below.**

If you do not include ALL of this information your request cannot be considered (parking suspensions for your event may involve a charge)	
Location (street name/car park)	
Number of spaces	
Intended use for the parking spaces	
Start time of suspension	
End time of suspension	
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	
We have allocated our own parking on the farm in an 8 acre field called Cricket, which will be signposted on the left on entry to the property via Patson Hill Farm DT9 4SY.	
If you are providing off-road parking, please complete the information below: Please note: any parking areas must be stewarded at all times. You may be asked to provide a parking plan.	
Location	Patson hill farm
Number of spaces	600
How will the area be managed?	Security
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	

4.2 Road Closures

If your road closure request is granted under the Town Police Clause Act, Dover District Council will produce the road closure order once it has been approved by KCC Highways Authority. This may involve a charge.

Please answer the following questions in detail regarding any road closures at your event	
Are you applying for a road closure as part of your event?	
<input type="checkbox"/> No	
Please list ALL roads that you wish to close for your event below:	

What is the duration of the closure? Please be realistic with timings.

Is it necessary to have a diversion route? If yes, please provide details of the route here.

A diversion plan will need to be submitted to Dover District Council.

Who is providing your signage for the road closure?

If you are using a signage contractor, please provide their details here.

Please ensure you check their public liability insurance. A copy of the signage schedule produced by the contractor must be provided to Dover District Council.

If you are providing signage yourself, please provide a signage schedule and a Health and Safety risk assessment for working on the highway.

5. Event Safety Measures (Covid-19)

Please provide full details of what control measures will be in place to ensure the safety of members of the public and staff/volunteers at your event in line with current Government guidelines on Covid-19

The event is outside with indoor spaces being marquees or gazebos with plenty of ventilation.