**Safety Advisory Group for Events - Event Management Plan Checklist**

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| **Event Title -** | **Action by date** |
| Introduction – brief event description |  |
| Full events contacts list |  |
| Staffing - organisational roles and responsibilities |  |
| Full production schedule/activities |  |
| Insurance |  |
| Temporary Structures - structural plans and other technical documents |  |
| Food Provision – details of concessions , food safety certificates |  |
| Toilets |  |
| Waste Removal/Recycling |  |
| Electrical information and safety certificates |  |
| Child Protection and Vulnerable Adult Plan |  |
| Noise - noise nuisance and occupational noise |  |
| Filming and Drones |  |
| Animals |  |
| Surface and Tree Protection |  |
| Licensing – Premise or Temporary Events Notice (TEN – up to 499 people) Control of alcohol and drugs |  |
| Communications –how will you communicate with visitors, residents and staff |  |
| Medical Provision - First aid and medical plan |  |
| Fire Safety - Fire risk assessment, LPG, other flammable sources |  |
| Emergency Procedures – Fire, Evacuation, Terrorist Threat, Hostile Vehicle Mitigation, Corrosive Substance Attack etc |  |
| Considerations for death of a national figure landing on or around event dates |  |
| Crowd Management - control arrangements and emergency evacuation plan |  |
| Security and stewarding plan |  |
| Transport logistics plan - is the park and ride operating, how will visitors reach you? |  |
| Vehicle movements on site – pedestrian segregation |  |
| Traffic management plan including - road closures, Traffic Regulation Orders (TRO) |  |
| Parking arrangements including - withdrawal of facilities |  |
| Pollution |  |
| Risk assessment + contractor risk assessments |  |
| Site Plan - Map and plan of the site/route with evacuation exits and routes |  |
| Organiser competencies |  |