Event Management Plan

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| --- | --- |
| **Event Name** |  |
| **Event Location** |  |
| **Event Dates** |  |
| **Organisation** |  |
| **Document last updated** |  |

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| Completing your Event Management PlanThis blank template Event Management Plan has been produced to help organisers of small to medium sized events to give an overview of the event and set out the arrangements that are in place to ensure that it is managed safely.To use the template, save a new version and complete the sections that apply to your event. Not all sections will apply to all events; just put ‘N/A’ in any boxes which are not relevant to your event. **Remember that this is your document and the extent and degree of detail provided within the plan should be proportionate to the size and nature of the event.** When you have finished, double check to ensure all the information is correct, as it may be used by emergency services in the event of an incident.In addition to the prompts contained within the document itself, there is lots of helpful guidance available to assist you to complete the document:* HSE [Events health and safety](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.hse.gov.uk%2Fevent-safety%2F&data=05%7C01%7C%7C01d4d2655d7c485f027808daab95cea8%7C09969afd0c3043739fd3ce5bbbf19141%7C0%7C0%7C638010957142702851%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=5Vh%2BmZS8if445FHDGdqEoprMf%2FNcU3qVXFGtkBj6Mp0%3D&reserved=0) guidance
* small community events run by volunteers see [Can-do-guide](https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events)
* The [Purple Guide](http://www.thepurpleguide.co.uk/) is the principal guidance for events of all sizes; however it is not accessible without paying a subscription.

**When to prepare and submit your EMP**Whilst we appreciate that not all the information will be available early on, it certainly helps us to have some information at the earliest opportunity. Therefore, where possible we ask that you submit your event management plan and any other supporting documentation to the Safety Advisory Group **at least 3 months before your event** to allow time for things like licences to be issued, discussions to take place and road closures to be organised. The more notice you can give, the better. As a general rule:* For events of between 500 and 10,000 people, you need to give 3 months’ notice
* For events of more than 10,000 people, please give 6 months’ notice

If you have any questions about this document, please contact Environmental Health at eandr@nfdc.gov.uk |

## Application checklist

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| *Use the checklist below to record any licences and permissions you have applied for and supporting documentation submitted to the Safety Advisory Group where applicable.* |

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| --- | --- | --- | --- |
| **Checklist** | **Yes** | **No** | **N/A** |
| **Safety Advisory Group Notification Form**  |  |  |  |
| **Road Closure Application** |  |  |  |
| **Temporary Event Notice (TEN)** |  |  |  |
| **Risk Assessments** |  |  |  |
| **Traffic Management Plan** |  |  |  |
| **Site/route Plan** |  |  |  |
| **Noise Management Plan** |  |  |  |
| **Medical Plan** |  |  |  |
| **Emergency/Contingency Arrangements**  |  |  |  |
| **Public Liability Insurance** |  |  |  |
| **Any other consents and licences** |  |  |  |

# Event management

## Event overview

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| Provide a brief description of your event. Include the location and anticipated numbers and audience profile. |
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| Event start time/date |  |
| Event end time/date |  |

## Event organiser details

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| Event Organiser Name(If the event is run by a committee, list the main contact here and members in section 3 below). |  |
| Organisation |  |
| Contact Telephone Number |  |
| Email Address |  |
| Name of Event |  |
| Location of Event |  |
| Date of Event |  |
| Contact Telephone Number on day of the event (if different to above) |  |

## Key event management contacts

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| Please provide a brief description of the roles of event staff and their main responsibilities. If the event is run by a committee, list all the committee members and their roles. There may be other roles that are not listed here that are applicable to your event.Example roles and responsibilities have been completed below to give you an idea of how to complete it. The list is not exhaustive, just amend the table to reflect your particular circumstances.The role of stewards is covered later in this document, so you do not need to complete the role of stewards in this section. |
| **Name** | **Role** | **Responsibility** | **Contact Details** |
|  | Event Management | Overall responsibility |  |
|  | Production | Event infrastructure, ordering, delivery timings etc., suppliers and stallholders/participants |  |
|  | Volunteers | Volunteer recruitment, training and event day management |  |
|  | Stewards | Recruitment, training and event day management |  |
|  | Legal compliance | Risk assessments, licences and consents, fire prevention and first aid provision, noise management, site inspections,  |  |
|  | Welfare  | Toilets and wash facilities, catering |  |
|  | Waste Management | Organisation of waste collection and site clearance |  |

## Other event contacts

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| Use this section to list other people who will be involved with your event, such as suppliers, stallholders, artists and emergency contacts. |
| **Organisation** | **Contact** | **Service** | **Contact details** | **Notes** |
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## Event risk assessments

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| Event organisers have a legal duty to ensure the health, safety and welfare of employees, volunteers, contractors, and the public. You must complete a risk assessment identifying the hazards associated with all aspects of the event, the level of risk, and appropriate action taken to reduce the risks to an acceptable level. You should develop your risk assessment early on, monitor it regularly and adjust it as necessary. There will always by a dynamic element to a risk assessment to account for the need to respond to changing circumstances such as adverse weather conditions. **A blank risk assessment template is provided at the rear of this document.** As part of the Safety Advisory Group (SAG) process, you will be asked to provide a copy of your completed risk assessment, including one for fire*.* |

## Risk assessments – contractors

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| Your contractors could include stall holders/exhibitors, service providers, performers, and suppliers. You should request copies of their risk assessments so that you know that their activities are safe and will not conflict with other activities on site. When selecting contractors, consider their suitability and competence for providing a safe and reliable service. *Use this space to record the contractors that you are using and to log that you have received risk assessments from them. You should outline what checks you have carried out to check that the risk assessments provided are adequate. You may also explain any rules that you would contractors to follow when on your site and the emergency procedures in place during the event.*  |
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## Fire safety

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| You must ensure that you have suitable arrangements for the prevention of fire. A fire risk assessment should be undertaken to identify the fire hazards and risks of a fire starting and the risks to people. You must also identify the controls in place to remove these fire hazards and risks to people.As part of the Safety Advisory Group process, you will be asked to provide a copy of your completed fire risk assessment and the arrangements you have in place. **A blank risk assessment template is provided at the rear of this document.** *If you are having pyrotechnics or special effects, these will need to be detailed in the plan and the arrangements in place for their safe handling and use.* |
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## Site plan

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| Please ensure that you have a detailed site plan. An accurate site plan will help you direct people to the correct part of the site when they arrive to set up and also help you plan how people will enter the site and move around it. Your site plan should include: |
| Position of all temporary structures | Information point | Power supply cable runs |
| Position of attractions and activities | Any other site infrastructure | Entry and exit points |
| Emergency exits and assembly points | First aid points | Car parks |
| Generator or power sources | Water supply points | Toilet provision |
| Fencing or barriers (type and position) | Lost children point | Sterile routes |
| *As part of the SAG process, you may be asked for a copy of your site plan, the more accurate and detailed the better. If you are able to, please submit a site plan with this Event Plan.* |

## Security

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| Some events require professional security to help with crowd management. Your risk assessment should identify what the security needs are which will depend on various factors such as the location and nature of the event, date, operating times, target audience and anticipated attendance numbers.Security at events must be [SIA (Security Industry Authority)](http://www.sia.homeoffice.gov.uk/Pages/home.aspx) registered. The SIA is a non-departmental government body. *Include your arrangements for security here.* |
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| Is your event ticketed? If yes, what arrangements are in place for this? |
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| How will you manage capacity at your event? |
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| How will you manage the access and egress of the crowd? |
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## Stewarding

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| The duties of stewards are different to those of security staff. Like your security requirements, the number of stewards/marshals you need will depend on your risk assessment, location and nature of the event, date, operating times, target audience and anticipated attendance numbers etc.Stewards require pre-event training and briefings, so they are fully aware of their duties and responsibilities.*Include your arrangements for stewarding here. You should also include how the number of attendees is to be monitored and controlled.* |
| What are the roles and responsibilities of your stewards? |
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| Where will they be positioned and why? |
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| Where have you recruited your stewards from? How will they be identified? |
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## Emergency plan

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| You are responsible for considering the ‘what ifs’ at your event – i.e., your procedures for dealing with situations such as site evacuation, fire, power failure, collapse of temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions – what weather may lead to event being cancelled, who will decide, do you need insurance to cover this etc?A simple and easy to follow plan will be acceptable for smaller events; larger events will require more detail.You may wish to consider the following questions:* 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?
* Who will report this to the emergency services?
* What systems do you have in place to contact the local emergency services?
* Who will liaise with the emergency services when they get to the site?
* 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?
* Who will be responsible for crowd management during an incident?
* If required, how would you evacuate your event? What steps would you take?
* How will you communicate with your audience in an emergency?

You will need to share these emergency procedures with your event staff, contractors, volunteers and the emergency services. *Document the emergency procedures you will have in place for your event here or in a separate document.* |
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## First aid and medical cover

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| The [Purple Guide](http://www.thepurpleguide.co.uk/) provides a template to help establish your first aid, medical and ambulance requirements. For small events up to 3000 attendees, two first aiders per 1000 attendees may suffice, for events up to 10,000 attendees, additional cover from paramedics/nurses and possibly a doctor may be appropriate.*Outline the first aid and medical cover you will have at your event here.* |
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## Electricity and gas

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| Event organisers, contractors and others using electrical equipment must do all that is reasonably practicable to ensure that electrical installations and equipment at an event are properly selected, installed and maintained so as not to cause death or injury. Any electrical appliances and connections must be suitable for the environment they are to be used in. Any event that has electrical supply included must have a competent electrician sign off the installation before the event starts. If you intend to use generators at the event, tell us where these be sourced and the processes in place to manage them, including the storage and management of fuels and other flammable liquids.Portable gas supplies must be installed, maintained and used in a safe manner and stored away from the general public and sources of ignition. If you allow traders to bring generators or LPG onto the site, what will you require of them, and how will this communicated to them and checked?*Outline your arrangements to ensure that electrical equipment and gas supplies are safe here.* |
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## Temporary structures including barriers

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| Think about structures at your event. For a small event, temporary structures may be market stalls or a marquee. Larger events and festivals may include stages, grandstands, lighting towers, gantries, site offices etc. Where large temporary structures are built, as a minimum, suppliers must be competent to erect and dismantle the structure safely and should supply you with a copy of their public liability, relevant risk assessments for the installation and a signed hand over inspection once the structure is completed to say that it is safe and ready for use. If the structures will be in place for more than 28 days, you may need planning permission.Some temporary structures such as marquees, stages and big tops will require a wind plan, setting out safe wind speed operating limits.*Please list any temporary structures that you will have at your event and where they will be located, e.g., gazebos, marquees and staging. For larger structures, provide more specific information about the design, position and supplier information.* |
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## Communications

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| You must ensure that you consider how you will communicate information about your event: * Letting residents and businesses in the surrounding area know about your event plans before the event;
* Internal communications on the day of the event;
* Communicating with your audience on the day.

Think about whether you will require the use of radios/mobile phones, PA system, emergency announcements and staff training, You will need to consider emergency procedures in addition to normal operation. |
| Residents – Some events may cause a significant impact on local residents and businesses in terms of noise, numbers of attendees and traffic congestion and as a consequence you may feel it appropriate to contact them to let them know of potential disruption. *If this is the case, then you should include in your plan how you intend to do this.* |
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| Internal Communication – You should have a plan in place to explain how the organisation communicate during the event and ensure that everyone is familiar with it.*You wish to explain your communications plan here.* |
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| Audience Communication – e.g., PA, flyers, site plans, information points. *List here how you will communicate with your audience/attendees at the event.*  |
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## Food, drink and water provision

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| *Please provide details of each caterer/food stall that you have attending your event. Please include** *Name and address and telephone number of business*
* *Food hygiene rating of business / business’ local authority*

If you are selling alcohol at your event, contact licensing@nfdc.gov.uk as you may require a Temporary Event Notice (TEN). |
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| *Please provide details on how you will ensure that a wholesome water supply is provided to caterers/food stalls, and the public where applicable.* |
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## Noise management

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| Think about sources of noise associated with your event, including music, people, fairgrounds, PA systems. Consider what you can do limit the impact on neighbours – e.g., by considering the location of noise sources – direction, topography, prevailing wind, loudspeaker location etc.*Please provide details of the arrangements made for minimising noise disruption at your event, particularly if you are having live, amplified music. Consider how local residents can contact you to make a complaint, and the action you would take. For a larger event, please include your noise management plan.* |
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## Lost and found children

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| *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?* |
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## Licensing

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| If you are planning an event where there will be entertainment, alcohol for sale, or hot food or drink for sale after 11pm, you will probably need to submit a **Temporary Event Notice (TEN).** If there are to be more than 499 participants at any one time, you may need a premises license and should seek the advice of the licensing team: licensing@nfdc.gov.uk*If your event will include any licensable activity, provide details here.* |
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## Insurance

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| All event organisers must hold public liability insurance of £5 million. If you are holding an event on the highway, you may need public liability insurance of £10 million. You should also ensure that your contractors hold appropriate insurance. *As part of the SAG process, you may be asked to confirm that you hold public liability insurance and to provide a copy.* |

## Inflatable play equipment

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| If you are having inflatable play equipment at your event, you should make sure:* The operator can provide a copy of the current PIPA test certificate for the equipment.
* The operator carries out daily checks on the equipment
* You know when the equipment was last fully inspected
* You see full instructions on its safe operation
* The equipment is clearly marked with limitations of use (maximum user height etc.)

More specific guidance can be found at[Bouncy castles and other play inflatables: safety advice (hse.gov.uk)](https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm)*You may wish to list any inflatable play equipment you intend to have at your event, including supplier information.* |
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## Fun fairs

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| If you are having rides or fun fairs at your event, you will need to make sure that the rides are part of the [ADIPS (Amusement Device Inspection Procedures Scheme)](http://www.adips.co.uk/) scheme. You should ensure that the operator provides you with a copy of their In-Service Annual Inspection papers, as well as confirming in writing that they operate under the [HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice](http://www.hse.gov.uk/pubns/books/hsg175.htm).*You may wish to include here details of any rides or fun fairs including supplier information.* |
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## Fireworks

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| * A risk assessment must be carried out to ensure that appropriate fireworks for the location and possible weather conditions are taken into account. For an organised display, this will normally be undertaken by the company employed to discharge the fireworks. You should see a copy of this document and a plan of the key considerations – launch site, crowd location, fallout zone, etc.
* Consideration must be given to noise, animals, debris, smoke

*List here arrangements if you have fireworks at your event.* |
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## Toilet provision

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| As a guide, the following level of provision applies when toilets are provided without internal basins. If basins are internal, the level required is greater.

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| --- | --- | --- | --- | --- |
|  | Female toilets | Male toilets | Urinals | Accessible toilets |
| <6hrs duration | 1 per 100 | 1 per 500 | 1 per 150 | 1 per 50 |
| >6hrs duration, limited food/alcohol | 1 per 85 | 1 per 425 | 1 per125 | 1 per 45 |
| >6hrs with food & alcohol | 1 per 75 | 1 per 400 | 1 per 100 | 1 per 40 |
| Campsites at major events (swap emphasis from urinals to WCs for males) | 1 per 75 | 1 per 150 | 1 per 250 | 1 per 40 |

*Please provide details of sanitary arrangements, including: number, ratio of male to female and accessible, location, maintenance. Please bear in mind the opening times of public facilities. If inadequate provisions are available this can lead to a risk of a disruption to public order and safety.* |
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## Vehicles on site and parking

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| Please ensure you clearly mark emergency vehicle entrance and exit routes on your site plan (see section 9 above). 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.Think about which vehicles will need to access the site before the event, those which need to remain on site during the event, and if necessary, how you will safely manage any vehicle movements during the event to protect pedestrians.*Please provide information of your vehicle policy here, including car parking and marshalling arrangements in place.* |
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## Traffic management

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| Smaller community events will have limited impact on local roads, although this should still be considered when planning your event. Larger events can have a greater Impact on local traffic and transport and will require additional assessments and detailed plans in the form of a specific Traffic Management Plan. If you are proposing any [road closures](http://www.buckscc.gov.uk/environment/rights-of-way/mapping-the-network/traffic-regulation-orders/) or parking restrictions, you will need to apply at least three months' in advance to the County Council which will require a detailed Traffic Management Plan and signage plan. *Please list measures you have in place to manage traffic here, including how you propose your target audience will travel to the event. For a larger event you may wish to include a separate document.* |
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## Animals at events

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| Owners and keepers of animals are responsible for the welfare of the animals under the [Animal Welfare Act 2006](https://www.gov.uk/animal-welfare), in particular consideration of food and water, housing, care in case of illness, providing the ability for an animal to behave normally, and avoidance of fear and distress. This includes during the animals' transport to and from the event. If the animals are to be exhibited (other than directly associated with agricultural shows), their owner may require an Animal Activities Licence.*List the animal attractions you plan to have at your event and include copies of all relevant licences and registration documents for each animal as required.* |
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## Waste management

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| *Please provide details of the arrangements made for waste disposal, recycling, 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.*  |
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## Camping

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| *If your event has camping, please detail here the arrangements in place with regard to – fire safety/site density, water provision, access for emergency vehicles, provision of instructions, lighting, vehicles etc.*  |
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# Event Risk Assessment Template Form

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| --- | --- | --- | --- | --- | --- |
| **Event Name:** |  | **Date:** |  | **Venue:** |  |

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| --- | --- | --- | --- | --- | --- |
| **(1)****Activity / Area of Concern**i.e., what is taking place as part of the event? | **(2)****Hazards Identified**i.e., what can cause harm? | **(3)****Persons at Risk**i.e., who could be harmed by the hazard? | **(4)****Current Risk (high, medium or low)**i.e., determine the level of risk | **(5)** **Actions to be taken to minimise each risk**i.e., what action can you take to lower the level of risk | **(6)****Person responsible**i.e., who is responsible for taking the necessary action |
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# Event Fire Risk Assessment Template Form

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| **Event Name:** |  | **Date:** |  | **Venue:** |  |
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| **(1)****Activity / Area of Concern**i.e., what is taking place as part of the event? | **(2)****Hazards Identified**i.e., sources of ignition, fuel and oxygen? | **(3)****Persons at Risk**i.e., who could be harmed by the hazard? | **(4)****Current Risk Factor (high, medium or low)**i.e., determine the level of risk of a fire starting | **(5)****Current Risk Factor (high, medium or low)**i.e., determine the level of risk to people from a fire at the event | **(6)** **Actions to be taken to remove and reduce the hazards that may cause a fire** | **(7)****Actions to be taken to remove and reduce the risks to people from a fire** | **(8)****Person responsible**i.e., who is responsible for taking the necessary action |
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**Assessment undertaken by:**

Date:

Signature: