

EVENT SAFETY MANAGEMENT PLAN

In terms of legislation and standards, and Event Safety Management Plan must where applicable contain the following information:

1. Cover page
2. Index/Contents page
3. Policy Statement
4. Definitions
5. Description & Category of Event
6. Event Risk Assessment
7. Emergency Management Structure (Command & Control)
8. Event Management Plans
 - Venue Safety Plan (OHS issues, venue fire safety, electricity and water supply, temporary structures etc)
 - Crowd Management Plan (evacuation, perimeter security, law enforcement, ushers etc)
 - Traffic & Transport Management plan
 - Fire Safety Plan (forms part of Venue Safety plan)
 - Medical & Emergency Care plan
 - Environmental Health plan (ablution facilities, certification of food vendors, noise exemption, waste disposal management etc.)
 - Environmental Management Plan (protection of natural environment, pollution etc)
 - Media Liaison and Communication Plan (pre, during & post event, internal & External)
9. Contingency Planning (risk specific plans to reduce unacceptable risk situations)
 - Security plan (cash management, information management etc)
10. Maps
 - Site layout plan
11. Plans
 - Venue layout plan
12. Attachments (event application, event permit, liquor license, engineering certificate/s of approval , letter of consent etc)

1. Cover Page

2. Index/Content page

Index needs to be clear and logical

3. Policy Statement

Example of a policy statement:

“The event organiser and management agree to comply with all legislation, regulation, bylaws and standards applicable to this event.

The event organiser further undertakes to establish and implement an event safety policy with the purpose of ensuring the safety of all employees, attendees and performers involved in / with the event”.

4. Definitions

Where definitions are used, these are to be consistent with legislation and standards:

5. Event Descriptions

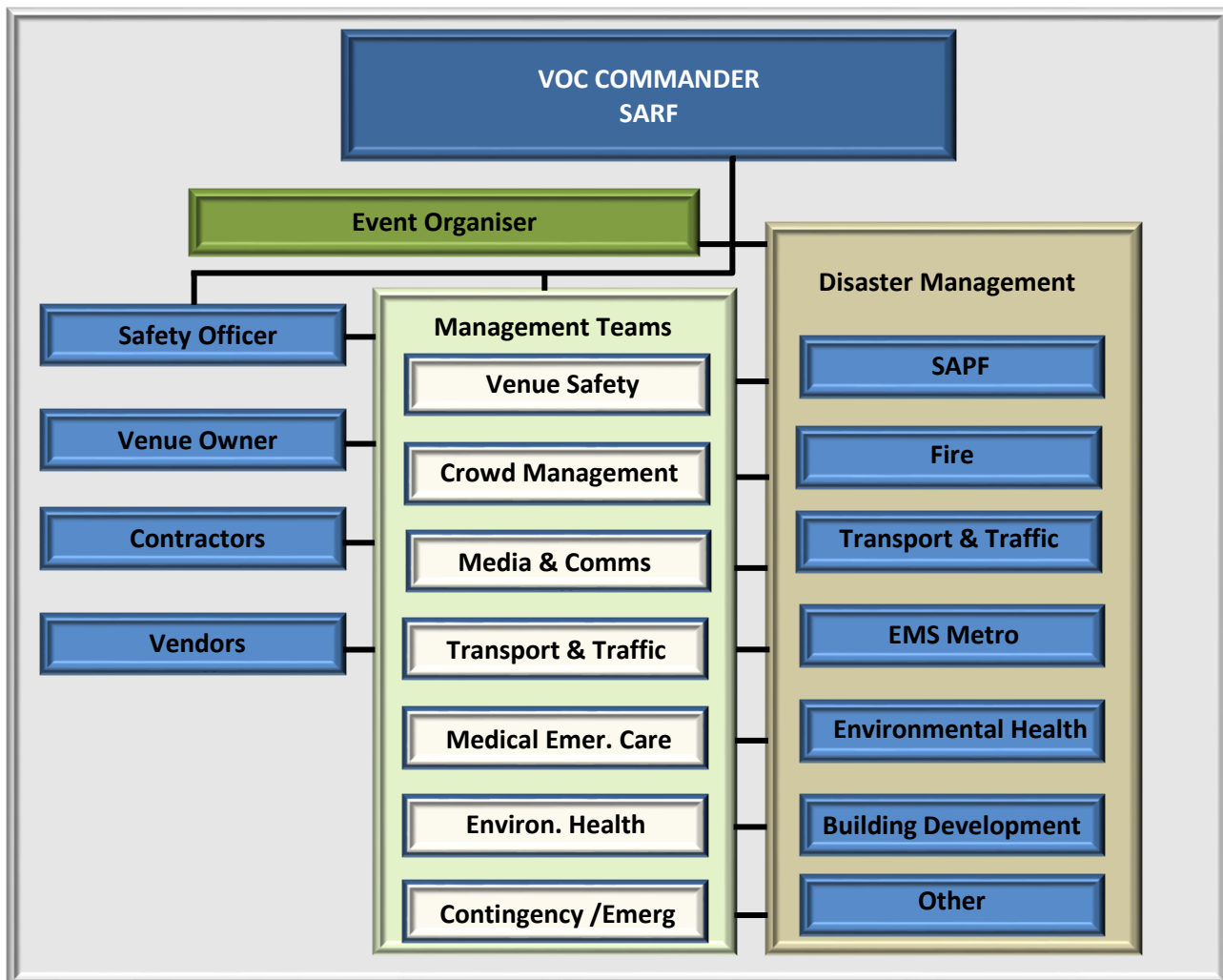
Provide full & detailed description & category of the planned event & what it entails:

- Venue description
- Date(s)
- Time(s)
- Type of event and performers
- Target audience & number of visitors expected
- Transport arrangements
- Tents/temporary structures to be erected
- Sounds systems etc
- Food service
- Programme of all other activities that are planned.

6. Risk Assessment

- Provide an indication of the risk category/rating given to an event with reference(s) to contingency plans which address high risks.
- Hazards and impacts

7. Emergency Management Structure (Command & Control & Communication)



8. Event Management Plans

Individual management plans must include the following:

- Appointment of Responsible Person
- Functions and Responsibilities
- Command and Control Structure
- Staffing requirements
- Time frames (Duration of working hours)
- Deployment & Jurisdiction(scope)
- Communications
- Equipment
- Provision for signing off by responsible authority

(A) Venue Safety Plan

- Zoning and Building control requirements and compliance
- OHS measures
- Fire Safety measures
- General safety measures / appointment of Safety Officer

Venue site design:

A drafted lay-out plan shall indicate location of stage, barriers, emergency routes, exit and entry points, position of toilets, medical facility, parking layout etc.

Pit area (area between stage and audience)

Plans for Temporary Structures:

A properly drafted building plan will be required for all temporary structures such as stages and tents which are to be erected. Building plan application to be completed.

Appointments:

Structural Engineers.

Contractors

Electricians and Plumbing artisans

Certifications: (all certificates to be onsite for inspection)

Town planning for temporary departure if venue is not purpose built

Environmental Health

Fire Service (capacity/occupancy)

Private Electrical Company

Company for hiring tent(s)

SAPS for liquor license

Fire Requirements:

- Venue capacity
- Population certificate
- Emergency exits
- Signage of exits

Marquees/Tents
Fire fighting equipment
No smoking signs
Exit signs

Vendors
Fire fighting equipment
Food preparation

Parking layout
Rows between vehicles
Access for emergency vehicles

(B) Crowd Management Plan

- Evacuation
- Security (perimeter etc)
- Ushers /Stewards
- Law Enforcement

External resources

- Manpower
- Vehicles
- Equipment

Internal resources

- Manpower (Security staff and)
- Vehicles
- Equipment

(C) Transport & Traffic Management Plan

External resources:

- Manpower (Security staff and)
- Vehicles
- Equipment

Identification and Signage:

Routes requiring traffic control

Critical intersections

- Traffic congestion
- Entrance and Exits routes to be used
- Emergency routes
- Safe pedestrian routes and crossings

Parking:

- Parking Stewards
- Parking layout
- Vehicle parking
- Disabled parking
- Buses
- VIP parking
- Performer's Parking

Free access roads and Parking free zones

- Shuttle services
- Mini buses
- Buses

Contingency plans (Risk specific plans)

- Buses
- Major accidents
- Other

(D) Fire Safety Requirements

Contained in "Venue Safety plan"

(E) Medical & Emergency Care Plan

Additional requirements:

External resources:

- Details of registered Medical service provider
- Manpower (Medical staff)
- Vehicles
- Equipment
- Standby resources available
- Name(s) and contact details of receiving Hospitals

(F) Environmental Health Management plan

Additional requirements:

Noise exemption

- Approval/comments from ward councillor and ratepayers
- Letters send to the public in the surrounding area

Water

- Drinkable water for the public free of charge
- Water tap ratio – 1 water tap point per 3000 people

Toilets

- Ratio 1:100, 1 of the 100 to be for the disabled (check with Env. Health Dep)
- Cleaning staff to be made available
- Maintenance of mobile toilets

Vendors & Contact Details

- List all the vendors and their contact details
- COA – certificate of acceptability

Waste Removal

- Location for refuse disposal
- Refuse receptacles
- Cleaning staff
- Medical waste refuse receptacles
- Medical waste generation certificate

Service level agreements:

- Mobile toilets (Supply, maintenance and cleaning)
- Refuse removal and disposal (Solid waste and Medical)
- Cleaning staff

(G) Environmental Management Plan

Plans covering natural environment

- Protected and sensitive areas

(H) Media and Communication Management Plan

Pre, during & post event

Additional requirements:

Identify, contact details and liaison between the organiser and:

External communication and media liaison

- Local authority
- Sub council, ward councillor and ratepayers associations
- Media: press, radio, television etc.
- General public in the surrounding area (Flyers)

Internal communication

- Safety Co-ordinator
- Crowd Manager/Safety Co-ordinator /Chief Steward
- Media liaison Officer
- Traffic Management Officer
- Environmental Health Co-ordinator ‘
- Environmental Conservation Co-ordinator

9. Contingency Planning

Risk specific plans to reduce unacceptable risk identified in RA process)

- Detailing action to be taken when the unscheduled occurs, such as traffic gridlock delaying the start of the event

10 . Contingency Planning

Site layout

11. Plans

Venue layout plan

12 . Contingency Planning

Event application, event permit, liquor licence, engineering certificate(s) of approval building plan approvals etc