

1. Event Safety Management Plan

This document gives an outline of what the event will be.

The purpose of the ESMP is to set out the scheme for the safe and effective delivery of the event. It aims to provide information on all aspects of Health and Safety management, including an overview of event operational management, staffing, attendee management, emergency and contingency plans.

This document is a working document and is subject to change by request of the relevant authorities. Risk assessments, procedures, polices and training plans are in place.

The ESMP has been written in accordance with the guidelines set out in The Purple Guide 2018.

2. Health and Safety Policy Statement

Ensuring effective health and safety management and performance throughout all areas of operation giving health and safety matters appropriate consideration.

Everything that is reasonably practicable to protect the health, safety and welfare at work of employees, contractors, event visitors and any other person affected by any activities will be done.

Complying and where possible exceeding the legal requirements which relate to health and safety.

3. Overview

3.1 The event will take place on

3.2 The event features

3.3 The event shall be held between the hours of

4. Audience Profile

This event is being promoted as a family event and it is envisaged that the majority of the audience will be family groups of all ages.

5. Event Personnel

Overall responsibility for planning and management of the event in respect of production, licensing and content.

Ensure information regarding the planning of the event is made available to all relevant parties.

Liaise with Leeds City Council and emergency services on issues relating to site activity.

Ensuring sign-off and completion certificates are obtained where necessary.

Overall responsibility for site operations including the marking out of the site, including the arrangement of parking, stages, marquees and vendors etc.

Plan all operational elements of the event.

6. Event Control

The event control can be used by the police and the local authority if they wish to attend.

7. Alcohol

Events offer a range of alcoholic drinks for consumption; however, excessive alcohol consumption will not be tolerated by the organisers. Staff will receive training in challenging age-related sales including identification of fake identification.

All drinks will be sold in plastic glasses.

No alcohol will be sold to persons under the age of 18 and staff will remain vigilant towards proxy sales.

“Challenge 25” policy will be adopted. Adequate signage will indicate the challenge requirements.

Any persons believed to be under the influence of excessive alcohol will be served any more alcohol. An awareness of drunkenness training will be delivered to all bar staff.

8. Disabled access

Disabled Access Toilets will be provided

Reasonable efforts to make the event as accessible as is reasonably practicable for the disabled and those requiring wheelchair access.

Priority parking spaces will be made available for disabled people.

9. Children

Any event aims to create a safe environment for children and young people, where their welfare and security is a priority. Any concerns regarding a child’s welfare will be taken seriously and acted upon immediately.

A welfare and meeting point will be set up and used for event attendees who become separated.

Any event will provide a member of staff with designated child protection responsibility.

This person will have been DBS checked.

This individual will be within the vicinity of the designated point where any lost children should be kept safe.

The child will be attended to by the DBS checked individual who will remain with the child for to allow a parent/guardian to search the area.

The DBS will ensure the welfare of the child until the parent/guardian can be found.

10. Noise

Pre event information will provide a mobile number where concerns can be reported.

11. First Aid

The objective of the First Aid provision is to provide immediate care for casualties and to treat and discharge minor medical issues, thus minimising the impact on the local emergency services.

A First Aid point will be located in a temporary structure and staffed by qualified first aiders.

12. Waste Management

A suitable contractor will be engaged to provide a comprehensive on-site waste collection and disposal service.

Sufficient staff members will be made available to conduct an on-going operation to clear ground and litter from the event site.

Recycling facilities will be provided.

13. Incident Procedure

Response to any emergency will be provided by the appropriate emergency service(s) and it is not the intention of the event organisers to replace this facility.

The principal on-site decision maker will be responsible for determining the appropriate course of action. The decision will be based on advice offered by first aid.

In all instances an event log book of all incidents and action taken will be kept.

These records will assist in a review of the event and may be required as evidence in any investigation.

Event staff will initiate the evacuation of all or a part of the site if absolutely necessary.

14. Fire

A fire risk assessment will be undertaken to look at the event and premises and the likelihood that a fire could start and cause harm to those in and around the premises or at the event.

Fire safety is supported by additional precautions such as the regular cleaning of the site to prevent the build-up of rubbish, fire safety certificates of marquees, the provision of adequate quantities of fire extinguishers and ensuring all vendors on site have submitted satisfactory fire risk assessments.

Event team will be fully briefed on fire action plan.

15. Adverse Weather

Weather predictions and prevailing conditions will be monitored during the build, event and breakdown of the event.

16. Traffic Management

An accurate calculation of car parking spaces will be made once the event has been confirmed, however due to the large size of the site, ample parking will be available for the event attendees.

Speed of all vehicles around the site will be restricted with adequate signage notifying the acceptable speeds.

Taxis, bus companies and residents will be notified of the intended event. Adequate car parking signage will be displayed on site

17. Welfare

Toilet requirements will be available and fulfilled as per the legal requirements.
Handwashing facilities will be provided

Drinking Water (must be supplied via a tap where a bar is open)

Event Checklist

Before the event



1. Check all permissions you need to hold the event i.e., Licensing Act 2003, are in place and current.
2. Identify the person/ persons in control of the event. This person will deal with any complaints and will control the running of the event on the day.
3. Decide on a suitable layout plan for any potential noisy activities to avoid any noise complaints.
4. Choose a mobile phone number which will act as a complaint hotline. The person/ persons in control should have the mobile phone with them throughout the event.
5. Inform the licensing authority and advertise on the premises website and social media at least 28 days prior to the event including:-
 - The event inc. type of event and date
 - Start and finish times;
 - The complaint hotline number if they want to make a complaint.