Event plans should be regularly updated to support the planning of a safe and successful event.

# Event Scope This is an outline of the key event information

|  |  |
| --- | --- |
| Event: |  |
| Location: |  |
| Event Date: |  |
| Rain Date: |  |
| Event Times: |  |
| Email: |  |
| Contact Number: |  |
| Plan Prepared by: |  |
| Event Overview: |  |

# Event Details

## Event Description What’s happening and why?

Run Sheet A brief overview of the event and key times

**Date**

|  |  |
| --- | --- |
| Time | What will happen |
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## Audience Who will be attending, how many and how?

## Contact list Identify who will help, what is their role and how to contact them.

|  |  |  |
| --- | --- | --- |
| Name | Role | Contact Phone Number |
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## Emergency Response Plan What will happen in an emergency and who will do it?

## Evacuation Plan

What will happen in an evacuation, who will do it and how will people know what to do?

## First Aid What will happen if first aid is required and who will provide it

## Risk Assessment Identify what could go wrong? Think how bad could it be? When could it go wrong? What will you do to prevent it? What will you do if it does go wrong? Who is responsible?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tell us your risks/hazards** | | | | | |
| **Risk/Hazard**  (what risks are there that may harm people) | **Risk Rating** Low  Medium  High | **Pre, During or Post event risk?** | **Control Measure**  (Explain how you will reduce this risk) | **Risk level remaining once control measure is in place** (low/medium/high) | **Who will be responsible for checking the controls are in place?** |
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## Event Management Actions

The information decided in the above sections is put into this section to clearly show, what will be done when and by who, Pre Event, During the Event and After the Event. This will form your Event Management Actions to ensure the Event is well run. The Plan is only effective if the tasks are actually done.

The role with lead responsibility for event Health and Safety is:

**Pre Event**

**During Event**

**Post Event**

1. Please embed a site map *(this can be hand drawn if you do not have anything digital)*