Example Event Management Plan (EMP) The Base, Crumpsall, Manchester

Event Contact List:

Role	Name / Organisation	Contact Details
Event manager		
Deputy event manager		
Parks lead		
First Aid		
Health and safety		
Traffic management (on site for access)		
Security		
Police contact		
Other		

1. Overview

Site	The Base, Crumpsall Park, Crumpsall, Manchester (possibly also wider Crumpsall Park site)
Purpose	
Date	
Times	

2. Event Description and Objectives

Insert description of event:

- Promote youth engagement and inclusion
- Strengthen community cohesion

Add additional objectives here

3. Site Description & Capacity

Indoor: 100 people

Outdoor: up to 1000 managed attendees (subject to Parks approval and risk assessment)

4. Event Programme

Activities:	Timings:
e.g. opening speeches	
performances	
Arts and crafts	
Sports	
Other	

5. Safeguarding & Welfare

Complete information including: DBS-checked staff, safeguarding lead, clear reporting procedures.

6. Health & Safety

Complete information including: Risk assessments, crowd control, weather planning.

7. Security & Crowd Management

Complete information including: Stewards, controlled entry/exit, liaison with GMP.

8. Noise Management

Complete information including: Controlled sound levels and time restrictions.

9. Traffic & Transport

Complete information including: Encourage public transport and safe access routes.

10. Accessibility

Complete information including: Step-free access, inclusive programming.

11. Medical

Complete information including: First aid provision and welfare point.

12. Environmental

Complete information including: Waste, building and park protection measures.

13. Emergency Planning

Complete information including: Evacuation plans and emergency procedures.

14. Risk Assessment Matrix

Detailed table below.

Hazard	Who Might Be Harmed	Likelihood	Impact	Risk Rating	Mitigation	Residual Risk
Crowding	Attendees	3	4	12	Capacity control	Medium
Slips/trips	All	3	3	9	Clear walkways	Low
Weather	All	3	3	9	Shelter/indoor plan	Low
Safeguarding	Young people	2	5	10	DBS staff	Low
Medical	All	2	5	10	First aid	Low
Behaviour	Attendees	3	3	9	Stewards	Low