Example Event Management Plan (EMP) N-Gage

Event Contact List:

Role	Name / Organisation	[redacted]
Event manager(s)	Christie Spurling Nick Coleman	
Deputy event manager	N/A	
First Aid	Both Christie and Nick are first aid trained	See above
Health and safety	All event leads would take responsibility for health and safety, and relevant risk registers and assessments will be provided if and where necessary.	See above
Traffic management (on site for access)	Traffic management will not be required as most attendees will live in the local area and will travel by foot, bike or public transport. Those attending the youth centre will typically not be car users. Some young people may be dropped off by car at the event if they have no other means of travelling to the event.	See above
Security	The building itself has several security features including	

	intruder alarm and external CCTV.	
Police contact	The local neighbourhood police officers are aware of this scheme, and it will be added to the regular patrol.	
Other		

1. Overview

Site	N-gage Catalyst Youth Centre, 345 Burnage Lane, Manchester, M19 1EW
Purpose	Example only (will be adapted on an event-by-event basis) – activity to bring young people together.
Date	This will be provided when an event has been planned
Times	This will be provided when an event has been planned

2. Event Description and Objectives

This will be provided when an event has been planned. The main event will be to provide the local young people with activities, a fun day, or a learning opportunity.

- Promote youth engagement and inclusion
- Strengthen community cohesion

Additional objectives can be added on an event-by-event basis

3. Site Description & Capacity

Indoor: 168

Outdoor: No provision for outdoor events

4. Event Programme (to be populated on an event-by-event basis)

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.

The event leads will be Nick and Christie alongside other youth workers. All volunteers/youth workers have valid DBS checks and N-Gage has a process for reporting safeguarding disclosures. All youth workers have sufficient training in place for safeguarding and event management.

6. Health & Safety

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

Risk assessments will be completed as and when required. Crowd control will be managed by ensuring that events are advertised appropriately (word of mouth, WhatsApp groups etc.) and the experienced event leaders will ensure that max numbers are not exceeded. The events will be carefully planned due to indoor provision only.

7. Security & Crowd Management

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

The event lead and assistant leads (detailed above) will ensure that numbers are not exceeded. Entry into the building will be monitored and for larger events, liaison with the local neighbourhood police officers will be actioned.

8. Noise Management

Complete information including: Controlled sound levels and time restrictions.

As part of the planning conditions for the new building, the building has the relevant acoustic ratings/protections in place. Events within the building will only be held during permitted opening hours.

9. Traffic & Transport

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

Generally, it is just locals that will attend, or if people are coming from further afield, we advise using public transport.

There are both train stations (Mauldeth Road) and bus stations (opposite the building) within a close walking distance of the site. Overall, the site is within close proximity to good transport links, which will encourage the use of public transport. The new site also has bike parking facilities and can be accessed on foot.

The options above will be communicated with any event invitations that are issued out.

10. Accessibility

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

Access to the building and the park itself is step-free and the building is suitable for wheelchair users (lower kitchen worktop, accessible toilet and shower).

11. Medical

Complete information including: First aid provision and welfare point.

As detailed above, numerous workers and event leads are first aid trained.

12. Environmental

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

The new building has a separate external bin store which will be managed by the event leads. Young people will be encouraged to dispose of any waste during events and there will be suitable waste disposal provisions within the building.

13. Emergency Planning

Complete information including: Evacuation plans and emergency procedures.

For building run events, the fire evacuation plan will be as normal with a designated fire muster point clearly communicated. Emergency procedures will be managed by the experienced event leads.

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