**Name of Event**

**XXXXXX**

**Event Management Plan**

**Guide & Template**

**Disclaimer**

Lisburn & Castlereagh City Council Advisory Group (SAG) provides a quality assurance process by offering advice and guidance to event organisers to ensure the highest standards of public safety at events and to encourage the wellbeing of those that could be affected by such events. It is the responsibility of the event organiser to ensure that the health, safety and well-being of the people attending the event, as well as that of the employees, contractors and sub-contractors.

To the maximum extent permitted by law, SAG accept no responsibility for any liability whatsoever in respect of, or arising from, any errors or omissions or any reliance on, or use of, such information, as provided by you in this document.

In no event shall SAG be liable for any liability, loss, injury or risk (including, without limitation, incidental and consequential damages, personal injury/wrongful death, lost profits or damages) which is incurred or suffered as a direct or indirect result of the use of any of the material, advice, or guidance provided.

**Introduction**

This guide and template has been produced to aid event organisers in planning safe and successful events. By following this document you will ensure that you have considered a range of risks which could affect your event. We recognise that many event organisers have their own Event Management Plan and there is no requirement to duplicate this information so long as risk have been fully considered.

On completion of the document, it is recommended that the plan is thoroughly read through, and checked by a person who has not seen the plan before. In the event of an incident at the event, the event team, and the emergency services will be relying on the plan to know your event as well as the organising team do. If there are any queries on the use of this plan, please see the following list of contacts who may be able to assist you further:

|  |  |
| --- | --- |
| **Lisburn & Castlereagh City Council:****Environmental Health including Licensing, Noise Control, Food Safety, Health & Safety and Emergency Planning** | **Tel: 028 9250 9250****Email:** **sag@lisburncastlereagh.gov.uk** |
| **Police Service of Northern Ireland** | **Tel: 028 9260 0987****Email:** **zDDistrictEventsPlan@psni.pnn.police.uk** |
| **Northern Ireland Fire and Rescue Service** | **Tel: 028 9260 3360** **Website:** [**www.nifrs.org/areas-districts**](http://www.nifrs.org/areas-districts) |
| **Northern Ireland Ambulance Service** | **Tel: 028 9040 0999****Email:** **events@nias.hscni.net** |

**Event Management Plan**

**Version Number**

During the planning of your event it is likely that you will update your plan on a number of occasions. Each new version should be saved as a separate document and numbered accordingly i.e. Version 1, Version 2, Version 3 etc. This allows you to keep track of when amendments had been made. You should use the space below to record this information.

|  |  |
| --- | --- |
| **Version Number** | **Date of amendment** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |

**A Guide to Organising Safe Event**

Organising an Event?

There are many different types of public events that take place in the Lisburn & Castlereagh City Council area every year. The nature and size of these events are wide ranging and examples can include community, agricultural and sporting events, food fairs, musical concerts, vehicle displays, firework displays, street parties, carnivals etc.

Safety Advisory Group

A Safety Advisory Group (SAG) has been put in place to provide a forum for the Council, emergency services (police, fire and ambulance) and event organisers to come together to ensure large and small events are properly planned and organised in order to prevent dangerous situations and incidents. It is a central resource for people planning a range of community led events.

The SAG encourages event organisers to take advantage of the free safety advice available. If the SAG identifies public events that have the potential to compromise public safety, the appropriate member organisation may have to take action to prevent such events from taking place, unless safety improvements are implemented. Should any concerns arise during your event, the appropriate member organisation may be required to visit the site to assess the situation and take appropriate action.

**You should make contact with the members of the SAG in the early stages of planning your event and be in a position to submit your event management plan at least 6-8 weeks prior to the event.**

Legal Responsibility

As an event organiser you are responsible for and have a legal duty to ensure the health, safety and well-being of the people attending your event, as well as that of the employees, contractors and sub-contractors working there.

The information contained in this document is designed to guide you towards the safe planning of a wide range of events. It promotes multi-agency discussion and involvement in the principles of the SAG as a means of achieving a safe and successful event.

**Event Management Plan**

|  |  |
| --- | --- |
| Event Organiser Name: | *(insert information)* |
| Organisation | *(insert information)* |
| Contact Telephone Number: | *(insert information)* |
| Email Address: | *(insert information)* |
| Name of Event: | *(insert information)* |
| Location of Event: | *(insert information)* |
| Date of Event: | *(insert information)* |
| Contact Telephone Number on day of event (if different to above): | *(insert information)* |
| Version: | *(insert information)* |
| Date Submitted to SAG: | *(insert information)* |

***It should be remembered that the headings in the template are by no means exhaustive and if the organiser considers a part of their event ought to be detailed in the plan, then it should be added. Also note that not all parts of the template may be relevant for every event. There may also be distinctive elements of the event for which it may be appropriate to document arrangements for each particular element.***

***How to use this document***

* **Use the notes and boxes below to guide you through planning your event.**
* **The text within each box should be deleted and replaced with the information specific to your event.**
* **All guidance text can be deleted once you have considered it and documented it in your plan.**
* **Please expand the boxes to include as much information as you feel is necessary.**
* **If a section is not relevant or not applicable, delete the text and replace with “N/A”.**
* **The completed document should be emailed to** **sag@lisburncastlereagh.gov.uk** **6-8 weeks prior to the event.**
1. **EVENT OVERVIEW**

**Event Description**

*Include a brief description of what your event is in a short paragraph. Think of it as how you would describe the event to someone who has never been to your event. If there are distinct elements to your event, it may be appropriate to describe and consider arrangements for your event for each of these elements/attractions/activities.*

**Location (including surrounding area)**

*Provide a detailed location and include a map if the site is not obvious or has no specific address: you may be able to print aerial views of your site from the internet.*

*Highlight any particular hazards associated with the site.*

**Anticipated Attendance**

*Include your expected attendance figures. For an all-day/multiple day event this should include maximum expected/allowed attendance and the maximum at any one time.*

*If specific happenings are likely to attract a larger number of people, include information in this section.*

**Audience Profile**

*Knowing your audience profile will help you when planning for risks and ensures that you put in place control measures and facilities appropriate to the event, e.g., adults, families, teenagers. Previous history, entertainment type and ticket sales will all help to indicate the audience profile.*

**Dates and Duration**

The table below may help with your timings. Include details of the build-up and break-down schedule of the event (preparatory / closedown activities), as well as the event itself.

|  |
| --- |
| ***Timings of the event including set up and breakdown timings*** |
| ***Date/Time*** | ***Action*** |
| *Example – Saturday 10am-11am* | *Example – Traders to arrive from 10am and be fully set up by 11am.* |
|  |  |
|  |  |
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|  |
| --- |
| ***Programme of activities and the timings for the day, including any performances*** |
| ***Date/Time*** | ***Activity*** |
| *Example – Saturday 9pm-10pm* | *Example – Headline musical performance on main stage* |
|  |  |
|  |  |
|  |  |

**The Event Organiser/s**

*Please detail who the event organisers are. You should also detail any relevant qualifications or experience.*

**Roles and Responsibilities**

|  |
| --- |
| *Brief description of the roles of event staff and their main responsibilities.* *Please amend as necessary.* |
| ***Role*** | ***Brief explanation of the responsibilities*** |
| Event Organiser |  |
| Event Manager |  |
| Site Manager |  |
| Health & Safety Officer |  |
| Stage Manager |  |
| Steward Co-ordinator |  |
| First-aid co-ordinator |  |
| Etc. |  |

**Contacts**

*Provide a full list of contacts with contact numbers in the appendix so if the user of this plan needs to get in touch with anyone involved in your event, they will look here. Ideally you should provide the name, e-mail address, and mobile number of each person.*

*Any event should always have one person who is ultimately responsible for all aspects of the event, and people with other roles will report directly to them.*

1. **RISK MANAGEMENT**

The risk assessment process is a necessity when planning an event. It is important that a risk assessment is not just something you do because it is a legal requirement, it is the single most important tool to ensure you cover all health, safety and planning aspects of your event. A risk assessment is a ‘fluid’ document that should be developed early, constantly monitored, adjusted and shared widely with internal and external stakeholders.

**Risk Assessments**

*Your risk assessment can be included in the Appendix, any significant hazards should be listed here. You must obtain risk assessments from contractors.*

*Further guidance on completing risk assessments can be found at:* [*www.hse.gov.uk/risk*](http://www.hse.gov.uk/risk) *and* [*www.hseni.gov.uk/guidance/guidance/topics/risk-assessment.htm*](http://www.hseni.gov.uk/guidance/guidance/topics/risk-assessment.htm)

*A template risk assessment can be found at:* [*www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc*](http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc)

*Any contractors/service providers should be asked to provide a risk assessment for their activities and these should be included in the Plan.*

**Incident Recording**

*You should maintain a record of everything that occurs throughout the event. You should detail your arrangements for recording and keeping records of such information for events.*

**Accident Reporting**

All accidents should be recorded in the accident book and certain accidents are legally reportable.

*You must report immediately by telephone to Lisburn & Castlereagh City Council if an employee or visitor is involved in an accident which results in:*

*Death*

*A major injury e.g. fracture*

*Person being taken from site of accident to hospital for treatment*

*Dangerous occurrence e.g. collapse of part of a building, explosion of gas storage containers, collapse of a lift etc.*

*You must provide a written report within 10 days of the accident of:*

*All telephone reports (see list above)*

*Any accident which results in an employee being absent from work for more than 3 days*

*Diseases arising from specific types of work*

*You should note that an accident includes an act of non-consensual physical violence done to a person at work.*

*Reporting of accidents can be completed online at:* [*www.hseni.gov.uk/contact-us/report-an-incident.htm*](http://www.hseni.gov.uk/contact-us/report-an-incident.htm)

**Insurance**

The organisers could be held legally liable for the costs or damages for any injuries, etc., which may occur during the event. You can insure this risk via a public liability insurance policy. It is recommended that this insurance be arranged with a minimum limit of indemnity of 2 million. In many instances a greater level of cover may be needed. If you do not have this cover any claim could be made against all the organisers and their private finances.

*Provide details of your insurers and the level of cover provided for the event. HINT: you may wish to append copy of the relevant certificates of insurance to your plan.*

**Weather**

The Met Office provides the weather forecasts for broadcasts on radio and TV, so check these bulletins regularly to keep up-to-date with the weather. You can also view the forecast on their website – [www.metoffice.gov.uk](http://www.metoffice.gov.uk)

*Identify who is responsible for monitoring weather forecasts in advance and during the event, who this information will be passed to and where the information will be obtained. You should record what the general arrangements will be in event of bad weather (e.g. cancellation criteria). In considering weather, be prepared, where appropriate, for sun and heat, as well as rain, wind etc. and ensure that preparations, including shelter / shade and welfare provision (e.g. drinking water) are appropriate or can be altered to meet any weather changes close to the event date.*

1. **CROWD MANAGEMENT**

**Management of Attendee Numbers**

*Provide details here of how the number of attendees at the event are to be monitored and controlled e.g. ticketed event, monitored entrances and exits.*

**Entrance/Exit Points**

*Enter details of how the public enter or exit the site. If your event has complex entrance/exit arrangements e.g. separate entrances for ticket or cash sales, pre-sold entrance points or is an enclosed area please add more detail to this section. Maps or diagrams may be useful if it is difficult to describe.*

**Security/Stewarding Arrangements**

Most events, although not all, will require some professional security. The main purpose of security and stewarding is crowd control and it will be your risk assessment that will identify what your security requirements will be. When assessing the security needs of your event give consideration to the following; venue location, date, operating times, target demographic, planned attendance numbers, fenced or open site etc.

*Provide details of any security/stewards including:*

* *Details of provider/company/volunteers*
* *Numbers to be provided (including different levels of provision at different times during the event, if appropriate)*
* *How they can be identified*
* *Duties e.g. searching at entrances, badge checking, rapid response, crowd monitoring, emergency evacuation, control and direct the public as required, monitoring fire equipment etc.*
* *Communication methods*
* *Reference to the nature and format of pre-event briefings e.g. how all stewards are made aware of emergency arrangements and the arrangements for their own health and safety*
* *Ensure the competency of any contractor providing the arrangements*

**Fencing/Barriers**

Decide if you need to provide barriers around attractions, displays and equipment to protect the public and/or to prevent unauthorised interference. For example, moving machinery, bonfires/beacons, and electrical generators. Any fencing or barriers used must be capable of withstanding the load placed on it, therefore single rope barriers may not be sufficient.

*Provide details of where barriers are to be used including their type and location. It would be useful to detail where barriers are to be used on a site plan.*

1. **SITE MANAGEMENT**

It is good practice to collate the details of all the people who will have some involvement with your event. While it is not necessary that the Safety Advisory Group have this list, it will help you with planning and event management on the day.

**Contractors**

|  |
| --- |
| *You should detail the contractors to be used for activities at the event. You must check and ensure the suitability of contractors for the event including safety documentation and insurance.* |
| ***Company*** | ***What are they doing/providing?*** |
|  |  |
|  |  |
|  |  |
|  |  |

**Traders/Catering & Hospitality**

|  |
| --- |
| *Detail the business and contact details of any traders and/or food businesses providing catering for your event. If applicable, describe the catering facilities you are offering and where they are located on your site map. A Gas Safe Certificate is required from any traders using LPG/gas appliances.* |
| ***Trader/Caterer*** | ***What are they doing/providing?*** |
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**Temporary Structures: Grandstands, Staging or Marquees**

*Please detail any temporary structures that will be used at the event e.g. grandstands, stages and marquees. You should provide details of how the safety of such structures is ensured through their appropriate design/materials, correct siting/positioning and procedures for their safe erection/dismantling. Written certification must be obtained by you from the company providing the structure stating that it is safe in the location it has been placed.*

**Electrical and Lighting**

*Indicate the source(s) of power to be used at the event – connection to a fixed installation or generators. The name of the person competent to carry out electric installation work should be named. Reference should be made of how the equipment will be weatherproofed, isolated from the public and trip hazards prevented. Outdoor events must use residual current breakers and, if possible, step the power supply down to 110 volts.*

*Portable electrical equipment brought to a site should be safe and evidence should be available via certification and labelling. Detail the Portable Appliance Testing (PAT) requirements here.*

*Lighting at all times of stages of the event from build-up, during the event and take down should be considered and controls mentioned here.*

**Vehicles on site**

Ensure that all contractors, traders, performers and exhibitors vehicles have been removed from the site or parked in the designated area before the public are permitted to enter. It is strongly recommended that there are no vehicle movements onsite during the event.

*If you plan to allow vehicles movements when the site is open to the public, detail the procedure in place and ensure that all people involved in your event are fully briefed.*

1. **PUBLIC HEALTH AND WELFARE**

**Welfare Provision**

*Provide details of your welfare arrangements including providers/contractors, numbers of facilities and arrangements for monitoring, cleaning and replacing those facilities as required. Facilities may include:*

* *Toilet facilities*
* *Changing facilities*
* *Shower rooms*
* *Drinking water provision*

*Note: cross-reference with Weather / Severe Weather to ensure that welfare is adequate and appropriate for time of year and range of possible conditions.*

**Arrangements for Disabled Patrons**

*Detail entrancing, exiting, viewing and welfare arrangements for disabled patrons.*

**Litter/Cleansing**

*Consideration needs to be given to the cleansing requirements before, during and after the event. Make arrangements for regular litter picking and emptying of bins.*

*Provide details of any contractors/local voluntary groups involved with a description of the arrangements in place.*

**Entertainment**

*Various types of entertainment may take place at an event. Please detail here the types of entertainment which are planned for your event, including the times and locations.*

**Licensing**

*Some events will require a licence due to having licensable activities*

*- Sale of alcohol; contact PSNI*

*- Entertainment (entertainment provided to an audience for the purposes of entertaining them e.g. live/recorded music etc); contact LCCC Environmental Health Service*

*- Fireworks; contact DoJ.* [*www.nidirect.gov.uk/apply-for-a-fireworks-licence*](http://www.nidirect.gov.uk/apply-for-a-fireworks-licence)

*Provide any license details here e.g. Licence Number, Licence Holder name and contact details.*

**Noise Management**

*You will need to consider any amplified sound (e.g. live music stages, fun fairs and public address systems) and how it is managed to ensure safety and potential nuisance issues are addressed including type of noise, volume levels, monitoring arrangements etc. You should contact Environmental Health to inform them of anticipated noise levels and for any further advice/guidance.*

*Enter your arrangements for noise management here.*

1. **COMMUNICATIONS**

Depending on the size of your event, you should consider setting up a control room to monitor the event, control any incidents, deal with any problems, and act as a base for any communications systems. The following are some of the ways to facilitate communications on the day – please detail which systems you are using:

|  |  |
| --- | --- |
| **PA System** | *Detail any PA systems in use at your event. If the entire site is not covered, please detail which parts are not covered and how these areas can be communicated with.* |
| **Radio** | *Use of radios should be considered and details of their use recorded in this plan (for example – who has them and what channel they are being allocated).* |
| **Loud Hailers** | *Detail here where loud hailers can be located if in use at the event, and ensure users know how they operate.* |
| **Telephone** | *This section should contain details of any landlines, or any known difficulties with mobile phone networks in the area of the event.*  |
| **Backup** | *You should include details of any backup communications you have in place in the event of your primary communications methods becoming unavailable.* |
| **Signage and Public Information** | *Provide details of any signage or public information facilities being used to direct persons round the site and provide important information e.g. welfare facilities, first aid points, lost children etc. and restrict the public from certain areas if required.* |
| **Media Handling** | *Where the event may attract media attention, senior members of the team should be ready and prepared to give statements about the event. Where social media is used to promote the event a member of the team should be dedicated to updating messages/posts on the run up to and throughout the event.* |

**Surrounding Residents**

*Detail any plans to communicate with nearby residents, where necessary.*

1. **TRAFFIC MANAGEMENT**

Many smaller community events will have limited impact on traffic and parking, however it is still important that you give this consideration when planning your event. Larger events can have significant impacts on local traffic and transport and will require extensive risk assessments and detailed plans dealing specifically with traffic and transport. It is important that through your risk assessment you consider traffic, transport and parking no matter what scale your event is.

*The traffic management of an event is the responsibility of the event organiser. You should plan to safely hold your event without traffic management support on the day from the police or other agencies; however, you should liaise with the local police, DRD Road Service and any stewarding company involved in managing the road, to write a traffic management and parking plan for the event which aims to promote safe attendance at the event and minimises disruption to the community.*

*You should supply details of any arrangements in place with local public transport companies providing transport to and from the event.*

1. **POLICE**

Police resources are no longer routinely deployed to events. You should notify the police with your plans so that they can risk-assess your event. Ultimately, your event should be organised in such a way that it can operate without the need for police presence.

*You should include here details of general notification to the local police force of the event and potential impact and any agreed police presence on site during the event*

1. **MEDICAL AND FIRST AID COVER**

Medical provision for the event should not rely upon the normal provision made by the statutory NHS Ambulance Service for use by the General Public (i.e. “999” system). The Northern Ireland Ambulance Service (NIAS) for the area are responsible for establishing a triage (casualty assessment) centre in the event of a major incident and deciding the hospital to which any casualties will be taken.

*Details of the First Aid and medical cover for your event should be detailed in this section, including the number of first aiders, paramedics, ambulances etc. There are minimum requirements which must be met and these are outlined in* [*HSG195*](http://www.hse.gov.uk/pubns/priced/hsg195.pdf)*.*

*You should identify where each medical facility/first aid point is located on your site and you may wish to identify this on your site plan. At the time of the event, you need to make sure it is clearly signposted.*

*You should ensure adequate qualifications and competency of any provider, eg (e.g. St John Ambulance, British Red Cross, Order of Malta or other voluntary First Aid society).*

1. **FIRE**

The Northern Ireland Fire and Rescue Service (NIFRS) can give advice on fire safety matters.

**Fire Risk Assessment**

*A fire risk assessment must be carried out. You can outline the approach to the risk assessment here and main issues identified. The full risk assessment could be attached in the appendix. Further guidance can be found at:*

<http://www.nifrs.org/firesafe>

<https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues>

**Fire Fighting**

*Provide details here of the type, number and location of fire extinguishers/blankets to be provided at the event. Ensure stewards know where the equipment is and how to use it and be told not to attempt to fight major fires.*

**Special Effects**

***Chinese/Sky Lanterns:*** *These lanterns are made of thin paper held by a wire or bamboo frame and lifted by heat from a naked flame. The SAG strongly advise you* ***do not*** *have them at your event as they give rise to a number of safety and environmental concerns including:*

* *Fire risk and damage to crops and property*
* *Risk to public safety*
* *Risk to livestock and animal health*
* *Littering of the environment*
* *Risks to aviation*
1. **INCIDENT MANAGEMENT**

**Lost Children/Vulnerable Adults**

*Detail here the arrangements for safeguarding and reuniting lost children or other vulnerable persons with carers, parents or guardians. Lost children should never be left in the care of a sole adult. You can identify any lost child / rendezvous point on the site map.*

**Extreme Weather**

Severe weather warnings are issued by the Met Office and can be found on their website – [www.metoffice.gov.uk](http://www.metoffice.gov.uk)

*Extreme weather may cause other specific actions to be taken to prevent injury or damage. Please detail here if there are any issues regarding this event and what the arrangements are to ensure that appropriate action is taken to respond to extremes of weather. In considering extreme weather, be prepared, where appropriate, for sun and heat, as well as rain, wind etc. and remember that heat health impacts can occur very quickly in heatwave conditions.*

**Emergency Vehicles Access**

*Detail any dedicated emergency vehicle access routes and rendezvous points or any public routes or locations that may be used for emergency vehicles. These must be kept clear of obstructions at all times.*

*You can refer to these on the site map.*

**Event Evacuation Plan**

*Detail here emergency evacuation details for visitors as well as the event team and contractors, including car parks.*

*You can refer to these on the site map and provide further details in the appendix.*

**Hand-Over Procedures**

*Detail here your arrangements/procedures for the hand-over of control of aspects of your event to relevant agencies in the event of an emergency.*

1. **DEBRIEF AND EVENT REVIEW ARRANGEMENTS**

*You will be provided with a Debrief and Evaluation Form which asks some basic questions about how your event went, including:*

* *Particular arrangements that worked well to ensure public safety*
* *Any identified weaknesses in the arrangements that require improvement*
* *A review of any incidents and remedial action required*

*We request that this is returned within 1 calendar month of your event.*

*If necessary, you may choose to hold your own debrief meeting or be invited to the Safety Advisory group to discuss your event. In either case, the Safety Advisory Group can help to facilitate this.*

**USEFUL LINKS**

* HSE: Guidance on Running Events Safely - [www.hse.gov.uk/event-safety](http://www.hse.gov.uk/event-safety/)
* The Purple Guide to Health, Safety and Welfare at Music and Other Events - [www.thepurpleguide.co.uk](http://www.thepurpleguide.co.uk/)
* HSE: Five Steps to Risk Assessment - [www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)
* HSE: Risk Assessment Template - [www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc](http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc)
* CIEH National Guidance for Outdoor and Mobile Catering - [www.cieh.org/uploadedFiles/Core/Policy/Publications\_and\_information\_services/Policy\_publications/Publications/CIEH\_Outdoor\_Mobile\_Catering\_Guidance\_Final\_Consultation.pdf](http://www.cieh.org/uploadedFiles/Core/Policy/Publications_and_information_services/Policy_publications/Publications/CIEH_Outdoor_Mobile_Catering_Guidance_Final_Consultation.pdf)
* CIEH/The Noise Council: Code of Practice on Environmental Noise Control at Concerts - [www.cieh.org/uploadedFiles/Core/Policy/Environmental\_protection/Noise/NoiseCouncilCodeonNoiseControlatConcerts.pdf](http://www.cieh.org/uploadedFiles/Core/Policy/Environmental_protection/Noise/NoiseCouncilCodeonNoiseControlatConcerts.pdf)
* DHSSPSNI Fire Safety Risk Assessment: Open Air Events and Venues - [www.nifrs.org/wp-content/uploads/2013/05/Open-Air-Events-and-Venues-NI-Fire-Safety-Guide-Final-Draft-from-TSO-9-April-2013.pdf](http://www.nifrs.org/wp-content/uploads/2013/05/Open-Air-Events-and-Venues-NI-Fire-Safety-Guide-Final-Draft-from-TSO-9-April-2013.pdf)
* Northern Ireland Fire and Rescue Service – [www.nifrs.org](http://www.nifrs.org)
* NIFRS Fire Risk Assessment Templates - [www.nifrs.org/firesafe/guidance.php](http://www.nifrs.org/firesafe/guidance.php)
* Northern Ireland Ambulance Service – [www.nias.hscni.net](http://www.nias.hscni.net)
* Department of Justice - [www.nidirect.gov.uk/apply-for-a-fireworks-licence](http://www.nidirect.gov.uk/apply-for-a-fireworks-licence)

**APPENDICES**

**Contact list**

**Site plans**

**Risk assessments- Event Risk Assessment and Service Provider Risk Assessments**

**Insurance**

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| **Copies of this form will be circulated to the members of the Safety Advisory Group, which includes all of the emergency services and relevant local authority services.** |
| **Your Personal Data:****What we need**Lisburn & Castlereagh City Council is the ‘Controller’ of the personal data that you provide to us. We only collect basic personal data, this does not include any special types of information, it does however include name, address, email etc.**Why we need it**We need to know your basic personal data in order to provide you with Health & Safety advice regarding the event. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.**What we do with it**All personal data that we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union. The data will be shared with all members of the SAG group which include PSNI, NIFRS & NIAS. The data may also be shared with other departments within the Council. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.**How long we keep it**We are required under UK law to keep your basic personal data (name, address, contact details) for 2 years after which time it will be destroyed. **What are your rights?**If at any point you believe the information we process on you is incorrect you may request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner’s Office (ICO). Our Data Protection Officer can be contacted at **data.protection@lisburncastlereagh.gov.uk**Full details of can be found on the Lisburn & Castlereagh City Council website: **www.lisburncastlereagh.gov.uk** |