

# POINT-TO-POINT EVENT MANAGEMENT PLAN EXAMPLE

Race Meeting Organisation:
Outline of Activities:
Race Meeting Date/s:
Location where the Meeting will be held: [including Postcode of the Site]
What3Words Reference for the Site:
Contact for General Organisation:
Contact for Traffic Arrangements:
Contact for Medical Arrangements:

Health and Safety Officer:
Estimated Number of Horse Boxes:
Estimated Number of Cars:
Estimated Number of Public and Owners:
Number of Participants [including Grooms/Jockeys:
Number of Officials:
Attendees Demographics:
History of bad or antisocial Behaviour at this Event Location:
Size of Public Space and estimated Spread of Persons:

**Planned Build/Take Down Dates**

Main Site Build of Structures and Infrastructure Installation:
Traffic Direction Signs erected:
Final Structure/Infrastructure Inspections:
Traffic Direction signs Removed:
Main site Dismantling/Strip-out of Structures/Infrastructure:

**Peak Traffic Flows**

Times of Car Arrivals Peak Flow:
Times of Horse Box Arrivals Peak Flow:
Times of Cars Departure Peak Flow:
Times of Horse Box Departure Peak Flow:
Historical Traffic Restrictions or Congestion Locations caused by arriving/departing Event Traffic:

Identified Traffic Routes for larger Vehicles avoiding known Restrictions:  
*[including planned signage to encourage the use of this route for relevant traffic]*

Management Plan for Mud on Road Nuisance:

Final Site Lock Down:

	<u>Required</u>	<u>Completed</u>	<u>Communicated to Stewards &amp; Contractors engaged in the Cvent</u>	<u>Contractor/Person Appointed to Manage</u>
Fire Management & Equipment	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No	
Event Risk Assessment <i>[reflecting activities on this site]</i>	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No	
Traffic Management Plan <i>[showing routes you intend to use for final approach and dispersal to/from the location with larger vehicles over 3 tonnes]</i>	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No	
Traffic Management Plan <i>[showing routes you intend to use for final approach and dispersal to/from the location with below 3 Tonnes]</i>	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No	

Human Evacuation Plan <i>[including arrival of emergency services] [large events only or special site considerations] [a large event is expected to be in excess of 3,000 public]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Medical Plan [including additional medical equipment that will be required]	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bio Management Plan, Bio Management & Bio Signage	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional Visitor Hand Washing Facility Management	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
COVID Hand Signage, Sanitiser Provision & Installation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Electrical Sign Off	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Drinking Water Provision Sign Off	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Risk Assessments	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Person you have appointed to lead that activity
Temporary Structure Installation Sign Off	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fire Retardancy Certification	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Food Management Plan – Self-Managed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Food Management Plan – Contractor- Managed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Competent Officials Appointed and Briefing Times Published	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Local Inhabitants Notified and Invited <i>[if advise via venue of the need for care]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location and Disposal for Fatally Injured Horses <i>[accessible for removal wagon]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
PA and Communications Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Medical/Veterinarian Planning

	Skills Set Required/Planned Equipment Available	Contractor/Person Appointed to Manage
Numbers Site Doctors	[            ]	
Numbers Site Paramedics	[            ]	
Numbers First Aiders	[            ]	
Site Based Enhanced Ambulances	[            ]	
Off Site Patient Ambulances	[            ]	
Site Based Veterinary Officers	[            ]	

## COVID Management Provisions

Planned Provisions / Equipment Available	Contractor/Person Appointed to Manage
Site plan produced showing hygiene stations	
Locations where queues are expected	
Arrangements for social distancing	
COVID signage provisions planned	
Officials & Participants notification of COVID provisions	
Officials & Participants catering of refreshments arrangements	

### **BUILD / DE-RIG SITE RULES FOR CONTRACTORS**

These rules are not set in stone but are generic across the vast majority of Event Sites. You are required to have advised the contractor of any specific requirements for working on your site if work is being done under legislation such as CDM.

By receiving permission to commence work you have also agreed to the following site rules which will be enforced:

1. You are working at a venue which is open to the public whilst you are working on site. Care is required to ensure you do not cause unnecessary damage. Your site will be subject to a handover meeting prior to you commencing work. It will also be subject to a hand back meeting where any damage not previously approved will be discussed and the costs agreed.
2. Whilst you are working on this site, you may be required to comply with the Construction, Design and Management Regulations 2015 and apply all safety arrangements outlined by your company safety documentation. Best construction and working practices will always apply during the build and derig of the event site and its structures.
3. Subject to the tasks you are to perform, you may be expected to have approved detailed method statement and risk assessments [or RAMS Document] for the work you are to carry out. It is your responsibility to make sure you have a working knowledge of what those documents say and the work practices that you will apply on this site.

4. You are responsible for ensuring tools, equipment, and materials, including waste materials, is secure and not in reach of any member of the public.
5. No intrusive movement of equipment or vehicles is allowed during the times the public are on site other than those agreed, unless in an absolute emergency.
6. You are required to have specific approval from the senior most person available on site should you wish to move equipment or vehicles through the site occupied by the public. No equipment or vehicle movement is to take place without a person on foot to act as public marshal.
7. YOU ARE WORKING IN CLOSE PROXIMITY OF A PUBLIC LOCATION. SPECIAL MEASURES MUST BE IN PLACE TO ENSURE THE PUBLIC ARE NOT SUBJECT TO UNDUE RISK OR ANY BAD BEHAVIOUR, WHICH INCLUDES YOUR LANGUAGE AND WORKING PRACTICES.
8. The Organisers will take a strong line regarding poor practice, poor behaviour, and the use of bad language. Work activities will be brought to a halt and if necessary, contractors will be removed from site if it is thought the contractors or any individual's behaviour falls short of the standards required.
9. THE SITE SPEED LIMIT IS 10 MPH MAXIMUM, except in an emergency, when operating near to others erecting or dismantling structures, near horses or animals, installing equipment or any public crossing points.
10. You are responsible for the disposal of any waste and the provision of welfare facilities during the build and derig of the show / event.
11. Any person who we believe is being disruptive or working dangerously WILL be asked to leave site and not allowed back.
12. THE CONSUMPTION OF ALCOHOL ON THE SITE IS PROHIBITED DURING THE BUILD, BREAK-DOWN AND WHEN OPERATING ANY VEHICLE OR MOBILE PLANT.