



Isle of Man
Government

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Event Management Plan (EMP)

Template

Event name	
Event description	
Event date & time	
Event location	
Organisation	
Document Author	
Document last updated	

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Part 2: Event Management Plan and Risk Assessment

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If you are filling in this EMP Template for a Music & Dancing Event licence, discount all sections containing reference to alcohol.

When complying with the requirement under the Code of Practice to have in place an adequate Site Management Plan and Risk Assessment you may wish to consider the following questions:

1: Code of Practice and Guidance on Liquor Licensing

Some questions you might consider are:

- Have all team members been made aware of the code?

Some examples of how you might demonstrate this are:

- *All team members are aware of the Code of Practice, it is referenced during induction and ongoing training.*
- *Approved Persons have an operational understanding of the code and ensure all team members and customers adhere to the code.*

2: Site Risk Assessments

Some questions you might consider are:

- Do you have an operations policy for the management of risk? If so, what is it?
- Do you have a completed risk assessment and can you make adjustments to this as necessary?
- Have you shared this risk assessment with all of your staff?
- Have you included the fire risk within this assessment?
- Have you listed all other contractors associated with your event, and have you collected copies of their risk assessments?
- Do you have emergency procedures in place for your event?

Some examples of how you might demonstrate this are:

- *We can demonstrate that risk assessments are in place and reviewed annually, or when any operational changes are made. All team members have been trained in accordance with job role.*
- *We can evidence that a risk assessment is in place to ensure compliance with the Code of Practice and Guidance on Liquor Licensing. This is reviewed annually, or when any amendments/additions are made, with all Responsible Persons.*
- *We use the xxxx produce and record risk.*

3: Equality

Some questions you might consider are:

- Are your staff familiar with what steps they take for service refusal under section 33 of the Liquor Licensing and Public Entertainments Act 2021?
- Do you have an accessibility statement and are you able to produce this at the premises on request?

Some examples of how you might demonstrate this are:

- *All our members have received training on section 33 and understand what steps they must take for service refusal.*
- *We have an accessibility statement and it is located on the premises here xxx.*

4: Training

Some questions you might consider are:

- Can you describe how any pop-up bars will operate and have all staff working in these undertaken the mandatory training?

Some examples of how you might demonstrate this are:

- *We have provided details of training that any staff recruited for the event will receive either prior to the event or on the day itself.*

5: Conduct on licensed premises

Some questions you might consider are:

- If your licensed premises does not allow on-premises consumption, have you identified the sections of the Code of Practice that still apply to you?
- There must be a Responsible Person on the premises during operating hours. Is there a duty register recording the details of all Responsible Persons in case of emergency?
- Do registered security staff wear branded uniforms and display their ID badges to ensure visibility?
- Do you have sufficient Licensees/Responsible Persons to ensure cover whenever sale of alcohol is taking place?
- Have the necessary staff been appropriately trained to manage incidents related to intoxication and/or disorderly, offensive, abusive, or violent behaviour that may occur on licensed premises?
- Have reasonable steps been taken to reduce the likelihood of incidents of intoxication and/or disorderly, offensive, abusive or violent behaviour on licensed premises?
- Have staff been appropriately trained to know when to escalate to, and how to interact with, the Police?
- Do / will staff have access to a telephone or panic button in case of emergency?
- Does your premises have adequate CCTV coverage?
- Does your premises use reinforced glassware?
- Have you taken reasonable steps to reduce where possible, the infrastructure for illegal drug use?
- Are staff trained in safeguarding of the public e.g. drug awareness campaigns?
- Are staff aware of when to escalate a situation to the police, and how to provide the police with the required information they may request?
- How do you manage the physical security of your premises?
- Have you familiarised yourself with the Isle of Man Constabulary Licensed Premises Public Safety and Crime Reduction Guidance?

Some examples of how you might demonstrate this are:

- *Details as to how you manage safe and acceptable conduct within your site:*
- *The Licensee, Responsible Persons and all team members understand they must take reasonable steps to*
- *Reduce the likelihood of incidents*
- *Manage and record all incidents and outcomes*

6: Entertainment

Some questions you might consider are:

- Have you provided details of any recorded or live music you plan to play at your event?

Some examples of how you might demonstrate this are:

- *Detail how you ensure your site complies with any entertainment terms and conditions attached to your licence?*

7: Events

Some questions you might consider are:

- Does your licence permit you to have occasional events?

Some examples of how you might demonstrate this are:

- *The Licensee and Responsible Persons will manage events in line with this management plan and operating practices*
- *Anything outside the perimeters of the site licence will be risk assessed and the Licensee will follow the Occasional Licence process.*

8: Fire Safety

Some questions you might consider are:

- Do you have adequate fire precaution arrangements and equipment in place for the event?
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- Have you involved the Isle of Man Fire & Rescue Service in the early stages of your planning? Have you notified them of your plans and met any requirements with regards to advertising under this section?

Some examples of how you might demonstrate this are:

- *We have addressed the area of fire safety for our event. As stated in the Code under 3.2 Risk Assessments and Management, we have included the risk of fire in our event risk assessment.*

9: Food Business Register

Some questions you might consider are:

- Have you included contact details in your EMP for any caterers?
- Has the DEFA, Environment Division, Food Safety Team been contacted regarding outside caterers registration?

Some examples of how you might demonstrate this are:

- *Our premises is registered.*

10: Gaming and Gambling

Some questions you might consider are:

- If you are planning to host an event that is not provided for under section 35, are you aware that you should seek further information from the Gambling Supervision Commission (GSC) to ensure that the event is compliant with the Island's laws?
- Are Gaming machines and their positioning approved and registered with the GSC?

Some examples of how you might demonstrate this are:

- *Our Licensee and Responsible Persons are familiar with the requirement to manage gaming and gambling on the premises.*
- *Gaming machines and their positioning is approved and registered with the gambling commission and covered by CCTV.*

11: Health & Safety

Some questions you might consider are:

- Does your premises have a dedicated Health and Safety Policy in place?
- Are all staff members familiar with the health and safety policy, and fully trained within their remit of the policy?

Some examples of how you might demonstrate this are:

- *Our company Health & Safety policy is in place and our team members have received instructions relevant to their job role. This is in line with the Health & Safety at Work Act (1977) and The Management of Health & Safety at Work (Risk Assessments) 2003.*

12: First Aid

Some questions you might consider are:

- Do you have an appointed First Aider?
- Has the appointed First Aider attended face to face First Aid training that has been approved by your insurance company?
- Are all staff members aware of who the first aider is and where the First Aid box is located on your premises?
- Is your appointed First Aider aware it is their responsibility to check and restock the First Aid box?
- Does your Accident reporting procedure comply with your company Health & Safety policy?
- If you have an ambulance on site and it is required to leave ensure you consider the impact of that on the activities on site.

Some examples of how you might demonstrate this are:

- *We have an appointed First Aider it is*

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- *Our appointed First Aider attends face to face First Aid training, the training has been approved by our insurance company and is refreshed every 2 years.*
 - *All team members are aware of who the first aider is and where the First Aid box is located. This information is in our induction video.*
 - *Our appointed First Aider is responsible for checking and restocking the First Aid box.*
 - *Accident reporting is completed in line with our company Health & Safety policy.*
-

13: Noise Nuisance

Some questions you might consider are:

- Have residents been provided with an event day contact from your organisation that can be contacted on the day should they wish to raise a noise complaint?

Some examples of how you might demonstrate this are:

- *We have documented the elements of our event which have the potential to cause noise nuisance and detailed what plans we have in place to mitigate this.*
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14: Minors

Some questions you might consider are:

- Are Minors allowed in your premises?
- Are all your staff aware of the terms and conditions of your licence?
- Do you and operate the Challenge 25 policy and make regular ID checks by staff?
- Are all Staff familiar with the types of ID that are legally accepted as proof of age?
- Are all staff aware they must record any entry/service refusals?

Some examples of how you might demonstrate this are:

- *Our Licensee, Responsible Persons, and all team members take reasonable steps to ensure the safety of minors. We are committed to the prevention of consumption and supply of alcohol to minors.*
 - *We operate the Challenge 25 policy. All our team members have received training, understand they must request ID, what forms of ID they can accept and how to verify it.*
 - *Team understand they must record refusals and retain any fake ID to pass to the Police.*
 - *This information can be found in our induction video.*
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15: Refusal of Service and Bans

Some questions you might consider are:

- Do you have a Refusal Policy in place for the event? If so, have you provided details of this in your EMP?
- Will refusal logs/steward logs be in operation on the day of the event?

Some examples of how you might demonstrate this are:

- *Our team understands their right to refuse and the importance of refusing service to anyone under the influence of alcohol or drugs and the protection of minors as above point (14).*
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16: Responsible Consumption

Some questions you might consider are:

- Are you aware that any promotion you run must not encourage patrons to drink excessively or drink rapidly?

Some examples of how you might demonstrate this are:

- *We do not conduct, promote, or encourage irresponsible drinking.*
 - *We always consider the safety of our customers, offer water, soft or hot drinks and assistance, for example calling taxis to help them home safely.*
 - *This information can be found in our induction video.*
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17: Smoking

Some questions you might consider are:

- Does your premises have a designated smoking area?
If so, does this area form part of the licensed premises?
- Will the area be subject to a daily cleaning regime?

Some examples of how you might demonstrate this are:

- *We take all practical steps to ensure that no obstruction or nuisance is caused by patrons smoking outside or in the immediate vicinity of our premises.*
- *Outside smoking shelters are covered by CCTV and managed in line with the rest of the premises.*

18: CCTV

Some questions you might consider are:

- Does the premises CCTV systems record good quality images in all lighting on a 24/7 basis?
- Are your CCTV cameras directed at key locations?
- Do all aspects of your premises CCTV system comply with Data Protection legislation?

Some examples of how you might demonstrate this are:

- *Our premises is covered by CCTV.*
- *Responsible Persons receive training to operate the CCTV and they understand the GDPR guidelines associated with the use of CCTV.*
- *Our CCTV is checked weekly as part of our General Managers weekly sign off; any faults are reported.*

19: Toilets

Some questions you might consider are:

- Have adequate toilets facilities been provided for your event attendees, staff and contractors?
- Have you considered the need for facilities for disabled persons attending?

Some examples of how you might demonstrate this are:

- *We have arranged to provide portable toilets for our event, and made arrangements for them to be checked throughout the event to ensure that they are replenished with toilet tissue, soap, etc. and cleaned during the event.*

20: Cash and Alcohol Storage

Some questions you might consider are:

- Do you have a safe on the premises as a secure method of storing cash?
- Is your alcohol storage fitted with locks?

Some examples of how you might demonstrate this are:

- *Our premises has a safe, all cash is either in a safe or a till.*
- *Cash on site is kept to a minimum, we complete regular banking, in line with our brand operating policy.*
- *Stock levels are tightly controlled and checked regularly throughout the trading day. Weekly stock checks are completed.*
- *Stock for immediate sale and on display is kept to an acceptable level and out of reach of customers. Back up stock is locked in storage areas, cellar/ bottle store/ spirit cage.*
- *Stock levels on all lines is closely monitored to prevent overstocking.*

Part 2: Event Management Plan and Risk Assessment

A template for your Event Management Plan can be found below.

In addition to this, it is recommended you construct a risk assessment and a site plan for your event, indicating where any pop-up bars will be situated.

Preparing a site plan is beneficial for ALL static events and should show the following locations where applicable:

- Access and exit points for contractors, vehicles and pedestrians
- Emergency exits and exit routes
- Emergency services access and egress points and routes through the site
- Toilets
- Water points
- Food and drink locations
- Car parking areas
- First aid/medical provision points/lost children
- Information point

For small events a clearly readable, non-scale plan will suffice, site plans should be divided into grid squares, marked alphabetically, from the left on the horizontal and numerically from the bottom on the vertical.

Event Management Plan

Licensee(s) / Licence Holder(s) details	
Name(s)	
Address	
Contact number	
Email address	
Details of event	
Name and address of the Premises	
Date and time of event	
Event schedule	
Anticipated attendance number	
Conditions of entry (i.e. invitation/tickets/pay on entry)	
Telephone contact for the premises	<i>Along with an out of hours telephone number that is manned and that the court/police can contact the license holder on. Number should not be for an empty premises or that cannot be accessed.</i>
Name(s) of Responsible Person(s)	

Names of any Door Security Staff directly employed by premises	Name:	Badge Number(s):
Key contacts for the event		
Alcohol outlets		
How many alcohol outlets will be in operation?		
Names and descriptions of outlets (including brief description of type of alcohol being sold from each outlet)		

How many staff working on each outlet?		
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CONSULTATION DRAFT

Supplementary information page

Please use this additional page to detail any supplementary information you wish in relation to the contents of this Event Management Plan which you do not feel can be covered within the Plan itself – you may also wish to append copies of policies/practices here.

Section the information relates to:	Additional information/notes:
Example: <i>Section 8: Fire Safety</i>	Example: <ul style="list-style-type: none"> • <i>The Licensee and Responsible Persons ensure compliance with Health & Safety legislation and the premises Fire Certificate. They ensure testing, training, and record keeping is in line with the Fire Certificate.</i> • <i>Our Fire Certificate and Logbook are available for inspection.</i> • <i>All team members complete Fire Safety training during induction. They know how to raise the alarm, where Fire Exits are located, our evacuation procedure and capacity numbers.</i> • <i>Refresher training is completed in line with the Fire Certificate.</i>

For further information and guidance around the planning of and considerations for your event, please see the Isle of Man Event Safety Advisory Group’s Guidance document for organisers of public events at the following link:

<https://www.gov.im/media/428034/eventsafetyguide.pdf>