



WELLINGTON TOWN COUNCIL

Serving Wellington & Rockwell Green

EVENT MANAGEMENT PLAN

EVENT DETAILS	
Name of Event	Armed Forces Day Celebration
Event Contact	Annette Kirk, Assets & Events Officer
Event Location	Wellington Recreation Ground, Courtland Road, Wellington TA21 8NN
Event Type	Armed Forces Day Celebrations
No of Volunteers	Up to 6
Date of Event	17th June 2023
Required Set –up Time	8.00am
Required Pack up Time	6.00pm

Event Coordinator	Annette Kirk
Organisation	Wellington Town Council
Address	28 Fore Street, Wellington TA21 8AQ
Phone	0749 6528389
Email	annette@wellingtontowncouncil.co.uk

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1. Event management

1.1. *Event overview*

The plan is for Armed Forces Day Celebrations to consist of Military Groups and Event Contributors to put on re-enactments and displays. To erect gazebos to show historical artefacts etc. The event will be held on for the first time on the Recreation Ground, Courtland Road, Wellington.

We are expecting an audience of approximately 1500 people. Age range of between 0-99 years old. We will be erecting barriers around a football pitch to act as the re-enactments/display arena. More information will be available on website www.wellingtontowncouncil.co.uk

1.2. *Key event management contacts*

Name	Role	Contact
<i>Annette Kirk</i>	<i>Event & Assets Officer</i> <i>Event Manager</i>	<i>07496 528389</i>
<i>Annette Kirk</i> <i>Sarah Goodman</i>	<i>Day Managers</i>	<i>AK 07496 528389</i> <i>SG 07792 305065</i>

1.3. *Staffing and Volunteers*

See: Day Manager Roles & responsibilities

Where a Day Manager is available, they may act as an Event Marshal. In the event a Day Manager is unavailable a dedicated Marshal will be responsible for responding to questions from the public, removing barriers to the emergency services and reporting issues to the Day Manager

1.4. *Street Fair schedule*

What	Start	Finish	Who	Notes
Marshalling of approach roads	8.00am	6.00am	Event Marshals	Event Marshals to assist and direct Military Groups and Event Contributors as access allocated parking areas and Recreation ground.
Arena and Exhibit Stalls set up	8.00am	9.30am	Military Groups. Event Contributors	Day Manager and Marshals to direct Military Groups and Event Contributors to their pitch. All Vehicles to be off site by 9.30am
Arena and Exhibit Stalls pack up	4.45pm	6.00pm	Military Groups Event Contributors	Day Manager and Marshals to advise Military Groups and Event Contributors to pack up
Marshalling of approach roads	5.30pm	6.00pm	Event Marshals	Events Marshals to assist and direct Military Groups and Event Contributors safely from the Recreation ground

2. Health and safety

2.1. *Risk assessments and management*

See: *Town Council Risk Assessment* available on Wellington Town Council Website - <https://www.wellingtontowncouncil.co.uk/>

Traffic Management Plan available on Wellington Town Council Website - <https://www.wellingtontowncouncil.co.uk/>

2.2. *Emergency procedures*

In the event of an emergency in and around Wellington Recreation Ground the public will evacuate through four exit points – See attached Event Layout Plan:

- 1) Main Entrance Gate – Wellington Recreation Ground
- 2) Steps to the rear of the Recreation Ground – Right hand Corner
- 3) Entrance to The Basins Nature Reserve
- 4) Gate at the rear of the Recreation Ground onto Rugby Club Playing Pitches – Permission to be obtained

This information is communicated in a Information Sheet, which will be given to Event Contributors before the event. Event Marshals will be briefed before the start of the show.

Emergency exit notices will be erected on the Recreation Ground.

In the event of an emergency the Day Manager will instruct traders with any actions they need to take, such as but not exclusive to evacuating the site, clearing an area, or removing a barrier. The Day Manager will contact the Emergency Services depending on the severity of the incident.

2.3. First aid

Two First Aiders will be provided by St. Johns Ambulance. They will be positioned on the Recreation Ground - shown on the attached Event Layout Plan – a treatment room will be set up in the Changing Facilities building on the Recreation Ground (subject to inspection). A gazebo will also be set up for the First Aiders. First Aid Notices to be erected.

2.4. Electricity

In the event electricity supply is required evidence is required to show that equipment and cables have been tested annually and they must be protected by rubber matting on the day. **“SILENT” (LOW LEVEL NOISE) GENERATORS MAY BE USED.**

2.5. Fire safety

Event Contributors, including a Coffee Van and Ice Cream Van, will be responsible to have appropriate control measures in place including fire extinguisher or fire blanket

2.6. Temporary demountable structures

Canopies are set up by each Event Contributors. They should never be left unattended and event contributors are responsible for the canopy for the duration of the event. Canopies to be secured by ropes, pegs/stakes. Weights/sandbags to be used in windy weather conditions.

Any safety concerns with canopies are reported to Day Manager. In the event of extreme weather (see 8.2) during the day’s activity programme, the Day Manager will contact all military groups and event contributors immediately, and the canopies will be packed down as soon as it is safe to do so.

2.7. Sanitation Provision

There will be four portaloos in place. Two Ladies and Two Men. Location: See event layout plan

3. Site considerations

3.1. Site Plan

See: *Wellington Recreation Ground Event Layout plan*

3.2. Vehicles on site

Canopies will be set up to allow room for emergency access to the site.

Military Groups and Event Contributors vehicles may only be onsite during set up between 8am and 9.30am and set down from 4.30pm to 5.30pm.

3.3. Traffic, transport, and parking

There will be no planned road closures for the Armed Forces Day Celebration. Courtland Road and Court Fields School will be marshalled to enable safe access to and from the Recreation Ground.

Military Groups and Stallholders will be able to park their vehicles safely and securely at Court Fields School.

Free Parking will be available in the Town Centre car parks, North Street and Longforth Road.

4. Communications

4.1. Event communications – Residents

Event format will be shared residents through the promotion of the event .

Event day communications – Audience

Details of the event are shared with its audience using email, social media, local press and with signage in and around Wellington.

4.2. Event day communications – Internal

All Military Groups and Event Contributors are sent an information sheet with the contact details of the Day Manager.

The Day Manager has the contact details of the Event Contributors.

5. Insurance

Public Liability insurance is held with Zurich Municipal to the value of £15 million.

See: Wellington Town Council insurance Policy 2022/23 on website – 1st April 2023 renewal date

6. Licences

No road closures for this event.

7. Provision of food

Event Contributors are responsible for food hygiene and the safety of their produce.

Event Contributors are vetted by Wellington Town Council for public liability insurance and are subject to food hygiene legislation, including being registered as food businesses with the local Environmental Health Department.

8. Environmental considerations

8.1. *Waste management*

All Event Contributors are required to take their waste away with them. The Event Manager and Event Marshals will check for waste at the end of the event and arrange clearance.

8.2. *Weather*

Severe weather and event cancellation

The event is mostly likely to be cancelled due to high winds but may also be cancelled in the event of other extreme weather. The event will be cancelled prior to the event if the risk of extreme weather is extremely high. The event will be cancelled on the day, if the weather conditions create a risk of harm to people.

When cancelled prior to the day of the event, the Event Manager will ensure all Military Groups, Event Contributors and Contractors are notified. The public will be informed via email and through social media.

If cancelled on the day of the Event Manager, will notify Event Marshals, to ensure all Military Groups, Event Contributors and Contractors are notified. The Event Manager will notify the public via social media.