EVENT MANAGEMENT PLAN

Event Name	Birchy Barton Hill Events
Event Location	Birchy Barton Hill, EX1 3HE – Outside Shops
Event Date	06/12/2026
Organisation	Clare Lack / Joel Gater
Document last updated	

Type of event (e.g. fete, dog show, festival etc.)	**Christmas Lights Switch On & Christmas Market**
Anticipated numbers of visitors/customers on site at any one time:	**200-300**
Anticipated numbers of visitors/customers in total attending the event	**200-300**
Estimated total number of staff, volunteers, performers, traders etc.	**25**
Target audience e.g. families, children, adults	**Families**
Provide a brief summary of what your event will involve	**The event is a Christmas lights switch on event with a Christmas market in aid of raising money for Charity and provided a community-based event, to aid community cohesion.**

Roles and responsibilities

Name	Role	Responsibility	Contact Details
Clare Lack / Joel Gater	Event Manager	Overall responsibility	
Clare Lack / Joel Gater	Production	All event infrastructure, ordering, delivery timings etc.	
N/A	Volunteer Coordinator	Volunteer recruitment, training and event day management	
Vincent Holdsworth	Steward Coordinator	Recruitment, training and event day management	
N/A	Security Coordinator	Recruitment, training and event day management	
Joel Gater	Health and Safety Officer	Risk assessments, fire points, site inspections	
Clare Lack	Artist/Performer Coordinator	Liaison with performers, management of program	
N/A	Welfare	Toilets and wash facilities	
Vincent Holdsworth	Waste Management	Organisation of waste clearance and recycling	

Permissions Required	Yes	No	N/A
Formal permission from the land owner	☒	☐	☐
Road Closure/Temporary Traffic Order Application	☒	☐	☐
Premises Licence (Licensing Act 2003)	☐	☒	☐
Temporary Event Notice (TEN) – up to 499 people only	☒	☐	☐
Any other licensing requirements consents and licences	☒	☐	☐
Planning permission?	☐	☒	☐

Suppliers/Contractors

Suppliers (marquees, first aid, security, catering etc.)			
Organisation	Contact	Contact details (email and mobile)	What supplied/Notes
N/A			
Authorities (Council, fire, police, ambulance etc.)			
Organisation	Contact	Contact details (email and mobile)	What supplied/Notes
LA Licensing officer	TBC		
LA Environmental Health	TBC		
SCC Emergency Planning	TBC		
Police	TBC		
Ambulance	TBC		
Fire	TBC		
Coastguard	N/A		
Other			

Attractions, artists and entertainment			
Organisation	Contact	Contact details (email and mobile)	What supplied/Notes
N/A			

Staffing

Staff	Numbers required
Crowd stewards	**2 (to be reviewed)**
Car park	**N/A**
Lost and found children/adults-at-risk	**4**
Event control	**4**

Timetable

Advance Event Schedule							
Date	**Task**	**Start**	**Finish**	**Resources/ who**	**Notes**	**In Hand**	**Complete**
06/12/26	Resident House Setup	10am	Non defined	All Residents participating			
06/12/26	Shop Area Prep House Signage Light Tunnel	9am	3pm	All residents participating	Areas must be cleaned and cleared of debris		
Event Schedule							
Task		Start	Finish	**Resources/ who**	**Notes**	**In Hand**	**Complete**
Stall holders arrive on site		3pm	9pm	Stalls coordinator - Clare		X stalls operators briefed	
Finish		9pm					
Pack Down & Clean		9pm	10pm				
Schedule – post event							
Date	**Task**	**Start**	**Finish**	**Resources/ who**	**Notes**	**In Hand**	**Complete**

14/12/25	Help Stall Holders Pack up	9pm	10pm	Vince	Timings will vary with crowd	X	
	Clear Rubbish	9:15pm	10pm	All Volunteers			
	Pack Down Light Tunnel	9pm	10pm	Joel			

Programme scheduling

	Stage and arena programme for XXXXX event	
Time	Description	Notes
16:45	Introduction	Thank you and health & safety
16:50	Charity Speech	To also countdown light switch on
17:00	Countdown	
21:00	Event Finish	

Animals & Welfare

If animals are involved in the event outline provisions for their welfare and public safety etc. Keep a detailed list of all animals being brought onto the event site, including copies of all relevant licences and registration documents for each animal.

- There is the potential of a visit from Donkeys and/or Reindeer. Should this go ahead, a space will be created on driveway outside No 82, as agreed.

- The supplier will provide necessary insurance and documentation.

- The supplier/handler will be solely responsible for the welfare, care and control of the animal (s)

Attendee Management

What actions are being taken to manage attendees?

- The event is on a public space and attendee numbers cannot be controlled directly.

- The biggest risk may come from members of the public spilling onto the active highway.

- Vince and Gary will man each end of the road to ensure cars drive slowly and safely down the highway, and/or ensure members of the public are not running across the road.

Children & At Risk Adults

What actions are planned to deal with and safeguard lost children, at risk adults etc.?

- At the beginning of the event, before the countdown, the public will be informed of a safe space (No 70) for first aid and lost children via the public address system.

- All event volunteers must wear high-viz vests and will have access to a handheld radio. An announcement can be made over the public address system, should it be required for At Risk Adults, but ***must not*** be used for a lost child, as this is a potential safeguarding issue.

- Should a child report to No 70, 2 volunteers must stay with the child until their parent/guardian/carer arrive. The child should only be released to the parent/guardian/carer if the volunteers are confident of the status of said person.

- Should there be a concern regarding the child's safety, 999 should be dialled immediately and only upon attendance of the police, should the child be released.

- When a child/at risk adult attends the safe space, the volunteers dealing with them should remain friendly, reassuring and report them over the handheld radios so that all volunteers are aware, but ***must not*** report a lost child externally or via the Public Address System.

Communications

Describe the communications systems that will be operating at the event.

-Whilst all volunteers have mobile phones and in close proximity, handheld radios will be issued.

- Handheld radios will provide an instant and direct contact route between the event organisers and can be used for a wide range of purposes including organisation and in the event of an emergency.
- Handheld radios should be fully charged, tested and all individual radios should be 'radio checked' before the event commences. They should remain with the event organisers and volunteers from the beginning of setup until a full clear up has been completed.

Crime & Police

Outline here the actions that should be taken if a crime occurs at the event.

- We have engaged with the Local Policing Team who have agreed to attend the event.

- Whilst we expect no theft to occur, all stall holders will be reminded to be vigilant

- Should a crime occur, the local policing team should be present to deal with it, and should they not attend or be called away, the crime should be reported to Clare or Joel who will dial 999. If a crime is discovered after the event has finished, 101 should be used to report the crime. This excludes a terrorist attack.

Electricity

If you are including electrical supply as part of your event, please provide details here

- A public address system and the Christmas Lights must be plugged into a weatherproof box or wall socket.

- In the event of heavy rain, the public address system must be covered in plastic sheeting to protect both from electric shock and protect the equipment.

- Stall holds must provide their own, battery powered lighting, if they require it.

- Direct electrical supply will not be offered to stall holders.

- All Christmas lighting should be low-voltage and as such will not require PAT testing, however it should be checked for faults or breakages. Should the fault or breakage have potential for causing harm, the lighting should be removed.

- All mains voltage equipment that is not deemed low voltage should be visually inspected and PAT tested. Equipment that fails either check should be removed.

Emergency Procedures

Outline actions to be taken in case of an emergency

- See 'BBHE Medical Emergency Action Plan' for medical

- In the event of an emergency where an evacuation is required, visitors, vendors & volunteers should gather at the designated evacuation point.

- An evacuation could be required due to the following, although not limited to, a terror attack, a large fire, structure failure, a major electrical event, an explosion, overcrowding, severe weather or discovery of a hazardous material.

- All marshals/volunteers should be aware of the evacuation plan and location. Marshals and volunteers are responsible for directing vendors and visitors to the evacuation point, when safe to do so.

- Marshals and volunteers are not responsible for keeping or maintaining a register of attendees to the event, however an evacuation point should act as an area attendees can gather and reunite with friends/loved ones should they become separated.

- In the event that the Emergency Services should be contacted, volunteers must report to Clare or Joel, who will be responsible for contacting 999, with the exception of a terrorist attack.

Fire

Document what actions should be taken in a fire breaks out and the equipment available on site.

- If a fire breaks out, the area shall be evacuated and the fire brigade called. Belongings and stock should be left in situ.

- As many vendors are individuals who do not ordinarily conduct business fire extinguishers will be distributed amongst them at strategic points.

- A fire extinguisher should be present at Santa's Grotto.

- Vendors using mains electricity or gas should provide their own fire extinguishers and these should be suitable for the risk, as per their risk assessment.

Fireworks

Document the safety arrangements in place if the event includes a firework display.

- Fireworks should not be used under any circumstances.

Food & Drink

Outline here the arrangements in place for ensuring food and drink on site conforms to food safety standards.

- Registered food businesses must supply their 'Food Hygiene Rating' and this should be checked with the council. Should a food business have a food rating below 4, they should be refused attendance.

- Food made by volunteers should be prepared in a hygienic, clean environment and cooked according to the recipe and/or instructions.

- All food should be prepared following the 'Safer Food, Better Business' guidance.

Funfair/children's rides

Include here any rides or fun fairs that will be at the event.

- There will be no rides or fun fairs at this event.

Gas Provision

If gas (usually LPG) is being used at the event detail here who is using it and where it is located etc.

- No gas should be used for the event, with the exception of food sellers

- If food sellers use gas, they must provide PLI and risk assessments, and the gas must be stored and used in an appropriate manner, as stipulated by the manufacturer/supplier. This must include being away from areas that may cause combustion.

High Risk Activities

List any activities taking place that involve risk and detail who is responsible for managing them.

- No high-risk activities will be taking place at this event.

Inflatables

Please include here any inflatable play equipment at event.

- No inflatable play equipment will be used at this event.

Insurance

Provide details of any insurance taken out for the event and what it covers

PLI – To be confirmed.

Licences

Keep a record of any licenses obtained for the event and any restrictions they impose.

- A Temporary Event Notice (TEN) should be applied for in respect of recorded music.

Lighting

Outline what lighting is required and where it is located.

- Lighting with be primarily on street lighting

- As this is a 'Lights Switch On', radiant light will come from the Christmas Lights, however areas of low light coverage should be temporary lighting erected.

- Lighting can be supplied by stall holders but must be battery powered

Medical Provision

Provide details of the medical provision available on site.

- The risk of injury at this event is incredibly low and would be no more than a usual day. There are 5 volunteers who are all first day trained.

- Should a medical emergency happen, the 'BBHE Medical Emergency Action Plan' shall be enacted.

Neighbours & Noise

Keep a record of communications with local residents and actions taken to mitigate issues, such as noise.

- Flyers are put through the doors of those directly affected at least one month before and flyers are also temporarily affixed to lampposts and displayed in shops.

- The committee are also in direct communication with almost all affected via text message, social media or conversation on the street.

Promotion

Keep a record of the promotion activity undertaken and actions taken to keep attendees informed via social media etc.

- Promotion will take place via Social Media, Flyering though letterboxed and affixed to lampposts, word of mouth and via our website (bbhe.uk). Promotion is also encouraged by businesses and volunteers.

- The website is active all year and the Social Media posts begin within 3 months of the event.

Security

Provide details of the risks identified (e.g. crowd control, crime etc.) and the actions taken to minimise these.

- No security is required for this event, however the crowd management volunteers will aid in ensuring visitors are safe, as is reasonably practicable.

Tented/Temporary structures

Please provide a detailed list of all temporary structures at the event, including the procedures actions taken to ensure they are supplied/erected by a competent contractor.

- Temporary structures at this event include, but are not limited to, gazebos, chairs, foldable tables, light tunnel, railing and a public address system.

- All structures should be erected in accordance with the manufacturer's instructions and secured accordingly.

- Potential trip hazards should be kept to a minimum and where an integral part of the structure causes a potential trip hazard, it should be made as obvious as possible with hazard warning tape.

Special Note

Santa's Grotto

- Santa's Grotto will be constructed of a wooden shed, whilst only temporary, all essential fixings must be used. The base should be level before construction commences and hazard tape should be placed on any step present.

Terrorism

Outline the current terrorism threat in the UK and what actions should be take in case of an attack.

- The UK terror threat is current **Severe,** meaning an attack is highly likely.

- In every attack, the advice is to **Run, Hide, Tell**. You should always run to a place of safety. If you can run, you should hide. Finally, call 999 when it is safe to do so.

Terrorist attacks commonly follow one of the following types, although this list is not exhaustive and could be a combination of more than one type.

Marauding Terrorist Attack (MTA)

A fast moving, violent attack with the intention of injuring and killing as many people as possible. This is often perpetrated with a knife or a firearm.

Improvised Explosive Device (IED)

Deploying a homemade bomb designed to cause mass casualties and structural damage.

Vehicle As A Weapon (WAV)

The use of a vehicle to ram crowds or damage critical infrastructure.

- Marshals should be on the look out for all terror attacks and report anything suspicious.
- In the event of an attack, all marshals should instruct vendors and visitors to **Run, Hide & Tell**
- All marshals are responsible for reporting an attack, when safe to do so.
- If safe to do so, visitors, vendors and marshals should congregate at an assemble point, but only if the threat has be eliminated.
- No visitor, vendor or volunteer should attempt to tackle a person/persons committing an attack of terrorism.

Toilets

Outline the toilet provisions, including the gender split

- As a local street event, intended for the local community, the provision of toilet facilities is not required.

Traffic management

Outline any traffic, transport or parking plans for the event here, including arrangements to get vehicles off the site in the case of wet weather etc.

- Travel by car should be strongly discouraged as to reduce the use of on street parking

- Should a road closure not be granted, volunteers will be present at both ends of the highway being used to help ensure pedestrians stay on the pavements and as a visible warning to oncoming traffic.

- Due to the nature of the event, natural curiosity will slow any traffic down and this will be easier to manage via the volunteers.

Viewing Areas

Outline arrangements for viewing areas

- There is no registered 'viewing area' however as the event includes the switching on of Christmas lights, it would expected that the public footpaths would become 'viewing areas'.

- Members of the public should be strongly discouraged from standing on the public highway to view the 'switch on'.

Water

Document details of drinking water provision at the event .

- As the event is in the neighbour, potted water will not be required to be accessible to the public, however should an attendee request water, it will be available from all 4 houses of the residents who are organising the event. There will also be food sellers and the local shop will be open.

Waste Management

Document waste management plans for the event including recycling arrangements and litter picking after the event.

- Wheelie bins (black and green) with liners, will be provided and the use of encouraged.

- Food sellers will also be required to provide a bin each.

Weather

Document arrangements for dealing with different weather conditions that could affect the event.

- As weather can be unpredictable, the use of forecasting is essential, even on the day.

- Please see the 'BBHE Adverse Weather Contingency Plan'.

Working at Height

Document actions taken to ensure that those working at height do so safely?

- Working at height must be carried out in line with HSE guidance. Primary points include ensuring ladders are corrected extended (both extendable and a-frame style) and footed on a level, secure

surface. Where there is risk of the ladder slipping, the ladder should either be secured or the footing supported, and if neither are appropriate, the task should not be undertaken.

- The person(s) should be comfortable working on a ladder and must use it in accordance with the manufacturer's recommendations/instructions.