

Event Management Plan

As an Event Organiser you are responsible for:

- Informing your local authority of your event
- Seeking permission of the relevant land owner
- Submitting the relevant documentation to your local authority in a timely manner
- Ensuring the overall safety at your event as far as reasonably practicable
- Ensuring that health and safety arrangements are in place to control risks
- Ensuring the competence of staff at your event to undertake their roles safely
- Checking all insurance documents, risk assessments and methods of work for contractors, stall holders, caterers etc (these documents may also be requested by your local authority)
- The Health, Safety and Welfare of all members of staff, contractors and members of the public attending your event
- Informing the Performing Rights Society if you have live music at your event

Disclaimer: This template is a guide only. It does not necessarily include all the information that may be relevant to your event. The local authority is not responsible for any lack of information not submitted with this application.

Privacy Statement

Your personal information is required for administration purposes. Your local authority is committed to protecting your privacy and fulfilling its obligations under UK data protection laws. The Local Authority may use this data in order to inform you of its activities and/or improve its services in relation to the subject matter only, but will not sell, rent, distribute or otherwise make your data commercially available to any third party, unless it is required to by a court order or to comply with other legal requirements.

What happens to my event information?

Your event notification form, event management plan, site plan, risk assessment and public liability certificate will be sent to the Events Safety Advisory Group for review. The Events Safety Advisory Group consists of representatives from various departments at your local authority, Kent Fire and Rescue, KCC Highways, Kent Police and other emergency services. Your information will not be passed on to any other party without your prior consent.

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Please type your answers into the white boxes

Kent Resilience Forum



PREPARING FOR EMERGENCIES IN KENT AND MEDWAY

The Kent Safety Advisory Group principles are endorsed by the Kent Resilience Forum

Version December 2016

Event Organiser Details

Event Organiser Name	Tony Child
Organisation	Thanet Coast Project (NEKMPA) / Thanet District Council
Contact Telephone Number	01843 577672
Email Address	Thanet.Coast@thanet.gov.uk
Name of Event	Thanet Coast Project - Public Events 2023
Location of Event	Various Beaches - Thanet Coast
Dates of Events	4 to 6 April = Great Eggcase & Scavenger Hunt 30 May to 1 June = Coastal Treasure Trail 8 June = World Ocean Day 10 May, 11 July, 5 Sept = Seaweed & Secrets walks 9 June; 23 Aug = White Cliffs of Kingsgate walks 22 July to 23 Aug = Seashore Safaris 2 Aug = Water Gala Day 16 Sept = Great British Beach Cleans (also Pegwell Bay beach cleans on 31 March, 16 June & 1 Dec) 24 to 26 October = Scavenger Hunts
Contact Telephone Number on day of the event (if different to above)	As above (plus Tony Child - private mobile: held by TDC)

1. Event Overview

1.1 Event Overview

Please provide a description of your event

These events are the Thanet Coast Project's (TCP) small public events programme for 2023.

These are educational events aimed at raising awareness & helping with interpretation of local marine wildlife and geology of the North East Kent Marine Protected area (NEKMPA) on the Thanet Coast. Thanet Council landowner responsibility is to help raise awareness of the importance of the nature conservation designations (SAC; SPA; MCZ; SSSI) of the coastline and keep it in a favourable condition. These events are an ideal way to engage with

the local community and visitors about local shorelife, and the beach cleans involve people directly in practical action.

See more detailed descriptions below

Great Eggcase & Scavenger Hunt

These events are aimed at raising awareness & interpretation of the local marine environment and to highlight links to the North East Kent Marine Protected area (NEKMPA) on the Thanet Coast. The events involve a scavenger hunt for clues of different marine life and looking out for shark egg cases, followed by sand/beach art – with all equipment provided by the Thanet Coast Project (tubs; sheets & information leaflets and buckets and spades). People are advised to wear suitable clothing for the beach and weather conditions on the day. Each event will last for only 1.5 hours – and start at 11am.

The events are aimed at families and most suitable for children aged 4-11, which will always be accompanied by a responsible adult. Participants will book and receive further information online. We will sign in a maximum of 50 people, and suggest a donation of £2pp. However, if enough volunteers and equipment are available, we will be able to book additional people on the day (to avoid disappointment - with a cut-off point at 60 people maximum). The TCP project officer is the lead person for this event supported by a team of volunteers, mainly Coastal Wardens.

- **Tue 4 April, 2pm - Margate Main Sands** (CT9 1XN)
Meet: On the beach near the tidal pool (Near the Nayland Rock shelter)
- **Wed 5 April, 2pm - Viking Bay, Broadstairs** (CT10 1EU)
Meet: outside old Broadstairs Harbour Master Office (opp. Tartar Frigate pub)
- **Thur 6 April, 2pm - Ramsgate Main Sands** (CT11 8LP)
Meet: By the 'Needle' or Obelisk (outside Wetherspoons)

Additional Hunts - Coastal Nature Treasure Trail for May half term

This is a coastal nature trail challenge - ending with a marine beach art challenge to complete (4-9s, 1.5hrs; donation).

- **Tue 30 May, 2pm - Margate Main Sands** (CT9 1XN)
- **Wed 31 May, 2pm - Viking Bay, Broadstairs** (CT10 1EU)
- **Thur 1 June, 2pm - Ramsgate Main Sands** (CT11 8LP)

Additional Scavenger Hunts (1.5hrs) for Autumn half term

Try taking the shoreline challenge to find clues about our marine and bird life and coastal environment and end with a creative BeachART challenge. Aimed at young children (4-9s) working in family teams, but please dress up warm for the outdoors and the beach!

- **Tue 24 October, 2pm - Walpole Bay, Margate** (CT9 3HF)
- **Wed 25 October, 2pm - Botany Bay, Broadstairs** (CT10 3LG)
- **Thur 26 October, 2pm - Dumpton, Broadstairs** (CT10 1TA)

Seaweed and their Secrets – Walk & Talk

The Thanet Coast's chalk reef provides a perfect substrate for algae communities. For these walks and talks, people are invited to join Ian Tittley (ex-Natural History Museum) to find out everything you would like to know about seaweed, their uses and properties on this outdoor talk. People are asked to wear appropriate footwear suitable for walking on the chalk reef & rockpools (eg Wet-shoes or Wellington boots) & clothing for the weather conditions on the day. Suitable for adults (14+)

Online booking to a maximum of 24 people and suggested £4 donation. Leader is supported by the TCP Officer and 1 or 2 Coastal Warden volunteers.

- **Wed 10 May, 9am** (2hrs) - **Botany Bay**, Broadstairs (CT10 3LG) *Ram LT 11:20, 0.7m; Margate 10:56, 1.1m*
- **Tue 11 July, 12pm** (2hrs) - **Walpole Bay, Cliftonville** (CT9 3HF) *Margate LT is 11:45am, 1.3m*
- **Tue 5 Sept, 9am** (2hrs) - **Dumpton Gap**, Broadstairs (CT10 1TA) *Ramsgate LT is 12:07, 1.4m*

The White Cliffs of Kingsgate: Evolution of a Kentish Landscape – Walk & Talk

A chance to join Richard Hubbard on a walk to explore the geology, fossils, spectacular coastal erosion and history of the Kingsgate coastline, Broadstairs. This walk is a step back in time to uncover the secrets of this beautiful and important coastal landscape - based on Richard's new book and involves a walk and talk along the cliff top and beach.

These walks are suitable for adults (& over 11 years of age) and involve walking on the beach and rocky chalk shore. The whole tour lasts 2.5 hours. Online bookings only as numbers are limited to a maximum of 24 participants - with a suggested online donation of £4pp.

- *Private Walk for volunteer Coastal Wardens - tbc*
- **Fri 9 June 10am** (*LT Rams = 11:02, 1m*)
- **Wed 23 August, 9.30am** (*LT Rams = 10:41am, 1.2m*)

World Ocean Day: Seashore Safari, & Meet & Greet - Thur 8 June 2023

Join the Thanet Coast Project to celebrate World Ocean Day with the chance to meet volunteer coastal wardens and hear about how you can help around the NE Kent Marine Protected Area.

- **9am (2hrs) Seashore Safari for adults!** Stone Bay, Broadstairs: Explore Thanet's chalk rocky shore for its fascinating rockpool wildlife. (*LT=10:12, 0.9m Ramsgate*)
- **12pm to 4pm Thanet Coast's World Ocean Day** - Broadstairs Harbour: come and meet the volunteers and find out more about how you can help.

Broadstairs Water Gala: Scavenger Hunt, & Meet & Greet - Wed 2 August 2023

Join the Thanet Coast Project to celebrate Water Gala with a Scavenger Hunt and chance to meet volunteer coastal wardens and hear more about the NE Kent Marine Protected Area.

- **9.30am (1.5hrs) Scavenger Hunt** Viking Bay, Broadstairs: Try taking the shoreline challenge to find clues about our marine and bird life and coastal environment, and end with a creative BeachART challenge. Aimed at children & family groups (4-11s). (*LT=7:37, 0.7m & HT=12.45, 5.1m Ramsgate*)
- **12pm to 4pm Thanet Coast's Water Gala Day** - Broadstairs Harbour: Meet the volunteers and find out more about the NE Kent Marine Protected Area.

Summer Seashore Safaris

The Seashore Safari events are aimed at raising awareness and knowledge about shore life of the internationally important marine designations that form the 'North East Kent Marine Protected Area' (NEKMPA) on the Thanet Coast. Local family groups and visitors are invited to explore Thanet's chalk rocky shore for its fascinating rockpool wildlife! Identification leaflet & equipment is provided and there is help on hand to identify your finds. People advised to wear suitable footwear for rocks & rockpools!

All events last for 2 hours and are suitable for ALL the family, but particularly 4-11s. Children must be accompanied by an adult. Suggested donation of £2 per person (adults & children).

Participants will book online - with volunteer greeters to check as people attend on the day. Adults need to accompany children, and the event will cater for up to 60 people on pre-bookings. If numbers are lower than 60 will additional people from the beach be allowed to sign up, or less if the leader decides that capacity with volunteer support or equipment has been reached to a maximum for the day. However, if enough volunteers and equipment are available, we will be able to handle additional people to avoid disappointment (especially where other participants have already taken part, finished early and left) - so numbers can extend to a new maximum limit of 80 people present at any one time. These events are supported by a team of volunteer Coastal Wardens. Many of these volunteers have First Aid training. In 2023, these safaris will still include measures for further distancing between participating groups & viewing tables, and suggesting bring own tubs/sieves to take part (as some of the best practice from 2021 C-19 restrictions that reduces chances of C-19 transmission by proximity & equipment. These will be included in risk assessments, as well as using other sanitary cleansing measures).

For meeting points - see maps (& given on online booking information).

Dates, times & location (most early morning, as low tide dependant)

- **Sat 22 July, 9am - Minnis Bay**, Birchington (*Margate 9.28-1.0m*)
- **Sun 23 July, 9am - St Mildred's Bay**, Westgate (*Margate 10.03 1.1m*)
- **Mon 24 July, 10am - Walpole Bay**, Cliftonville (*Margate 10.40 1.2m*)
- **Tue 25 July, 10.30pm - Western Undercliff**, Ramsgate (*Ramsgate 11:20 1.3m*)
- **Tue 8 Aug, 11am - Stone Bay**, Broadstairs (*Ramsgate 11:55 0.7m*)
- **Wed 9 Aug, 11.30am - Louisa Bay**, Broadstairs (*Ramsgate 12:43 1.0m*)
- **Thur 10 Aug, 12:30pm - Dumpton Gap**, Broadstairs (*Ramsgate 13:41 1.2m*)
- **Mon 21 Aug, 9am - Minnis Bay** (*Margate 9.37 1.0m*)
- **Tues 22 Aug, 9am - Walpole Bay** (*Margate 10.09 1.1m*)

TBC (*via website*) - possible extra **Evening Safaris**

- **Tue 1 August, 6pm - Eastcliff**, Ramsgate (*Ramsgate 19:11 0.6m*)
- **Wed 2 August, 7pm - Walpole Bay**, Margate (*Margate 19.53 0.5m; Note: same day as Water Gala*)

TBC (*via website*) - possible extra **Seashore Safaris**:

- **Sat 5 Aug, 9am - Margate Main Sands** (*Margate 9.27 0.8m*)
- **Sun 6 Aug, 9am - West Bay**, Westgate (*Margate 10:09 0.9m*)
- **Mon 7 Aug, 10am - Botany Bay**, Broadstairs (*Ramsgate 11.14 0.5m*)

Great British Beach Clean 2023

People can join a public beach clean & litter survey as a part of the Marine Conservation Society's (MCS) annual national campaign. These events last for 2 hours. Litter sticks, bags and hoops can be provided - but also for people to bring their own gloves or equipment, if they would like to. People asked to wear appropriate footwear & clothing for the task & weather conditions on the day. Whilst people book on via the MCS website, we can also sign people in on the day. There will be a health and safety briefing that covers the risk assessment - at the start.

- **Sat 16 Sept, 10am – Pegwell Bay, Cliffsend** (CT12 5HY)
- **Sat 16 Sept, 2:30pm – Plum Pudding, Birchington** (CT7 9QP)

In addition, there will be other **Beachwatch Beach Cleans** events taking place at Pegwell Bay, Cliffsend, CT12 5HY (all within the National Nature Reserve):

- **Fri 31 March, 10.30pm** - Pegwell Bay
- **Fri 16 June, 2pm** - Pegwell Bay
- **Fri 1 Dec, 10am** - Pegwell Bay

NOTE: *The thanetcoast.org.uk website will show details in 2023 under 'What's On'. Other groups may run their own beach cleans around NE Kent coast and if linked into the GBBC will all be covered by their own MCS risk assessments and insurance - see Marine Conservation Society website. Similarly, Keep Britain Tidy and SAS both run their own campaigns in spring and autumn. (These 'other beach cleans' register notification of cleans via the 'School/Group Beach visit / Beach Clean notification scheme' with Thanet Council's beach & coast team)*

Please provide the following information about your event

Event start time	As stated above
Event end time	Events usually last 2 hours (<i>unless otherwise stated</i>)

1.2 Event Itinerary

Please provide timings of your event including set up and break down timings

Date / Time	Action
Scavenger Hunts/ Great Eggcase Hunts/ Nature Treasure Trails (including World Ocean Day & Water Gala Day) 4-6 April, 2pm; 30 May-1 June, 2pm; 24-26 Oct, 2pm; 8 June, 9am; 2 Aug, 9.30am	
30 minutes before	Walk preparations, briefing with volunteers & walk leader
Start time	Participants checked in; & H&S briefing.
Walk/Talk	Two hour walk & talk on beach
End	Approx. 15 mins - thank you & close
Walk & talks: Seaweeds and their Secrets (x3) 10 May, 9am; 11 July, 12pm; & 5 Sept, 9am	
30 minutes before	Walk preparations, briefing with volunteers & walk leader
Start time	Participants checked in; & H&S briefing.
Walk/Talk	Two hour walk & talk on beach
End	Approx. 15 mins - thank you & close
The White Cliffs of Kingsgate: Evolution of a Kentish Coastline (x2) 9 June, 10am; 23 Aug, 9.30am	
30 minutes before	Walk preparations, briefing with walk leader/volunteer & show of fossils

Start time	Participants checked in; & H&S briefing.
Walk/Talk	Two hour walk/talk on beach & back via clifftop
End	Approx. 15 mins - thank you & close
Summer Seashore Safaris (x9 with chance to do up to 6 extras) 22 July to 23 Aug	
1hr/45min before	Set up – 1hr/45 mins before start time;& volunteer briefing/ready to check in
Start time = variable times to coincide with low tide	Suggest people bring their own tubs/sieves & pencils in prior booking information. Participants check-in, receive H&S briefing & given booklets & instructions before exploring looking at ‘finds’ & ‘rockpooling code’ with reduced emphasis on collecting (optional use of TCP tubs/ sieves/ booklets/ pencils).
Start. to 2 hours	Two hour event. Informal rockpooling & talks about ‘finds’ - ending with 3 viewing of the selection of the day’s ‘finds’ on 3 well-spaced out tables = all staffed by volunteers.
End	Packing up: Takes approx. 30 mins after end time
Great British Beach Clean 2023 (x2) Sat. 16 Sept	
9.30am	Set up Pegwell Bay, Cliffsend & measure out 100m survey distance; equipment out and ready to use.
10am - Start	Meet and check-in; H&S briefing to participants; give out equipment & start
12-12.30pm (& clear up)	Finish (pack up & clear away - 30 mins)
2pm	Set up at Minnis Bay, for Plum Pudding (Northern Sea Wall beaches)
2.30pm (15mins)	Meet, check-in, walk to start, H&S briefing to participants; equipment & start
2.45pm to 4.30pm	Beach litter survey & clean
4.30pm (15min)	Finish, clear up. Participants walk back from Northern Sea wall (15mins)
4.45pm (15mins)	Clear up & leave site around 5pm.

1.3 Programme of Events

Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)

Time	Activity
As above	

1.4 Event Management

Roles and Responsibilities on Event Day (s)

Please provide a brief description of the roles of event staff and their main responsibilities. There may be other roles that are not listed here that are applicable to your event.

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

Role	Responsibilities
Event Organiser	Tony Child (Thanet Coast Project/Thanet Council)
Event Manager	As above
Site Manager	As above
Health & Safety Officer	Tony Child / Assisted by various EFAW trained volunteers
Arena/stage Manager	n/a
Steward Coordinator	Tony Child
Press and PR coordinator	Tony Child / Thanet Council Communications Team
Other	<p>Event & participant support is coordinated by the Event Organiser/Manager</p> <p>Thanet Coast Project volunteers – enlist and form an active pool of event volunteers (mainly from Coastal Wardens) – with all support volunteers confirmed for each event. Various tasks are assigned from reception (signing in bookings) to setting up and wet table duties (assisting with ‘finds’ & helping participants). There will be a pre-season ‘seashore safari’ online briefing; with all H&S notes & plans shared with all volunteers; & an additional briefing at the start of each event day.</p>

1.5 Crowd Management

Please provide details on how you will manage the crowd at your event

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

Is your event ticketed? If yes, what arrangements are in place for this?

Participants will have to sign in online (Eventbrite) for limited places for all events in 2023, as advertised on social media and via the website at: thanetcoast.org.uk under What’s On. Beach cleans go through the MCS booking system for Beachwatch and the Great British Beach Clean events.

How will you manage capacity at your event?

Online bookings help to manage numbers on some of these events - This will limit capacity.

Walks & talks will not extend their maximum capacity. However, if other online bookings are below the stated capacity level - we will allow a ‘first come, first served’ basis with participants on the beach and would like to take part. When this maximum is reached it will be full. *(Only under exceptional circumstances in safaris and beach cleans, the event leader will decide if other people may join in - depending on whether a) people have left to free up space/resources; b) we have staff/volunteer capacity; b) equipment capacity & c) site capacity, & if we do, then a limited a set number will be allowed more to register).*

Some of the safari events will not see high numbers as they involve very early morning starts to coincide with the low tide times. On the rare chance that capacity is met, no more people will be allowed to take part. Volunteer support will help guide/assist participants throughout the event. To control the number of participants, the safari participants are booked in (with the option of using a

joining 'stamp' can be used to show who is taking part; or participants get given a 'rockpooling' leaflet & pencil).

How will you manage the access and egress of the crowd?

Parking, access and the meeting point is advised on booking. Starting points are made clear - by staff presence - with check-in folders/signage/banners/flag. Volunteers will help guide/ assist participants with check-in at the start time, and during the event – particularly during safaris where we have approximately 8 volunteers per event. Additional people do turn up – but we are limited by the amount of equipment taken & issued (tends to be anywhere up to 60-80 max. at seashore safaris; and reduced numbers for other events, as mentioned). People tend to leave at different times towards the end of a safari event, so there isn't a large number all leaving at once; whilst walks come to a natural conclusion by walking back to the starting point.

1.6 Advertising

Please provide details of how you will advertise your event

How and where do you plan to advertise your event?

Online: thanetcoast.org.uk
 Thanet Coast Project – public events flyer
 'Visit Thanet' (tourism site) events
 NEKMPA/TCP Facebook and Twitter
 TDC press release/events
 Some other local contacts - *schools /parent news/ Busy Broadstairs etc*
 Beach Cleans also through: <https://www.mcsuk.org/what-you-can-do/join-a-beach-clean/>

Will the media be in attendance and if so how will you handle them?

Depends on the media – none confirmed.
 If they attend, they will need to use permission forms to take images
 (TCP/NEKMPA/TDC photo permissions will be obtained when signing into an event)

May we use the details supplied here for publicity purposes or to give to interested parties?

- a) Yes
- b) If yes, which name and contact details may we release? Please provide full contact details.
 Tony Child, Thanet Coast Project (NEKMPA) Officer: **01843 577672**
thanet.coast@thanet.gov.uk working in conjunction with TDC Communications.

2. Site Management

2.1 Contractor Management

Please provide details of any contractors that will be involved with your event

Please ensure that you check any safety documentation of contractors that you hire

Company	What are they providing/doing?
N/A	

2.2 Traders

Please provide details of any traders/commercial traders and charity stalls that will be at your event
Please ensure that you check any safety documentation of traders

Name of Organisation	Concession Type
N/A	

Sale of Alcohol

If you are selling alcohol at your event, how are you managing this?
Please contact the licensing department at your local authority as you will require a temporary events notice.

N/A

Catering Requirements (Food, drink, water)

For each catering supplier/food stall that you have attending your event, please provide the following information:

- Name of Business
- Address of Business
- Contact telephone number
- Name of local authority that they are registered with
- National food hygiene rating (if available)

N/A

2.3 Fencing and/or barriers

Please tell us if you plan to use any fencing and or barriers at your event including the type and their location

Please ensure that you check any safety documentation of contractors that you hire.

N/A

2.4 Electricity, Water, Gas Supply and Generators

Please tell us if you plan to use electricity, water, gas supply or other flammable liquids at your event. If so, please tell us where these will be sourced and the processes in place to manage these.

Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids.

Please ensure that you check any safety documentation of contractors that you hire.

N/A

2.5 Temporary Structures

Please list any temporary structures that you will have at your event and where they will be located
e.g. gazebos, marquees, staging

Please ensure that you check any safety documentation of contractors that you hire.

Banners/storm flags/posters to show presence of event & location. Reception (signing in) & shorelife finds (wet) tables at seashore safaris; with display tables at World Ocean Day & Water Gala.

2.6 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here Please ensure that you check any safety documentation of contractors that you hire.

Considered very low risk (not included amongst risk assessment for this outdoor beach -based event)

2.7 Temporary Events Notice

IMPORTANT NOTE:

Licensable activities at your event such as the sale and supply of alcohol, the provision of late night refreshments to the public and regulated entertainment may require a temporary event notice (TEN). A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours.

A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licences in place.

Please contact your local licensing department for more information.

2.8 Musical Entertainment

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you manage noise disturbance and potential complaints.

Important notes:

- If you have live music you may require a Temporary Events Notice.
- It is your responsibility to inform the Performing Rights Society (www.prsformusic.com) if you are having live music at your event.
- Please ensure that you check any safety documentation of contractors that you hire.

N/A

2.9 Attractions

Please provide details of any attractions that will be at your event e.g. inflatable's, funfair/children's rides, fireworks

For these attractions make sure that you see a copy of the provider's public liability insurance, risk assessment and method statement. For rides we will also need the name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme)

Please ensure that you check any safety documentation of contractors that you hire.

Name, address and telephone number of organisation	Attraction and ADIPS number if applicable
N/A	

2.10 Medical and First Aid Cover

Please provide details of the medical provider and resources that you have arranged to be at your event including their location (i.e. number of first aiders, doctors, ambulances etc.)

First Aid Trained staff will be present (Tony Child, refresher taken July 2021) – including a number of Emergency First Aid trained volunteers (identified on the day - and listed). Up to date & checked First Aid Pack to be taken to each event - suitable for maximum numbers. NOTE: Most summer events take place in main bays where RNLI have additional cover.

2.11 Public Health and Welfare

Please provide details of the arrangements you have made for the following:
Toilet Facilities Please provide details of sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance. Please bear in mind the opening times of public facilities. There may be a charge if toilets are required outside normal opening times (check with your local authority). If inadequate provisions are available this can lead to a risk of a disruption to public order and safety.
Public toilets are available nearby on each of the main bays - <i>with occasional sites needing a longer walk (eg Western Undercliff - up on top of cliff at Screaming Alley)</i>
Waste Disposal Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As you the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor. The local authority is NOT responsible for arranging waste disposal at your event.
Litter bags will be taken to collect any beach litter items in the area of all these events.
Noise Management Please provide details of the arrangements made for minimising noise disruption at your event, particularly if you are having live, amplified music. A noise checklist for event organisers and information on noise consultants can be found on your local authority website.
N/A – no loud noise expected

2.12 Accessibility

Please tell us how you have made your event accessible and provide details here. e.g. Accessible toilets provided, Accessible parking, Ramped access
The main activities take place along the foreshore - which makes the event less suitable for people that cannot access the sandy beach. However if a request for access is received, we can liaise with 'Beaches within Reach'/Your Leisure to provide accessible 'beach wheelchair' cover at the main bays. Disabled access ramp/slope to beach is also available at the main bays, with some slopes to sand/beach at the others. Disabled toilet facilities are only available at main bay toilets.

2.13 Steward and Marshal Management

Please provide details of the arrangements you have made for stewards at your event
What are the roles and responsibilities of your stewards?
Thanet Coast Volunteers will be present to help check people in at the start, and with equipment (<i>although people will be encouraged to bring some of their own equipment on the booking forms</i>) and liaising with participants throughout the session. They will be points of contact for help, or redirecting enquiries. Experienced volunteers will also be involved in providing general health and safety advice to participants for access & rockpooling.
Where will they be positioned and why?
Volunteers will 'check-in' participants - as people arrive at the beach for the start, and help guide the activity. A reception table at the Seashore safari sites will meet people arriving at the beach – or at a nominated 'meeting point' for the event. Volunteers (Blue T shirts; &/or with hi viz vests) will help inform people of what to do, with H&S and give equipment if required. Volunteers (all with blue TCP T-shirts) will help assist groups of participants, and there will be lead volunteers at the viewing tables - to show participants a selection of marine life found on that day.
Who are your stewards? How will they be identified?
We do not require names, just where you have recruited them from.
Thanet Coast Project Coastal Wardens and Volunteers will be leading and assisting. Safari volunteers receive copies of briefing notes for these summer events. At least 'three' volunteers will be confirmed to help at each safari event, but usually 6-8 or more: names to be included along with the risk assessment for the day. These volunteers will be identified by their bright blue 'Thanet Coast Project' t-shirts. Reception/'check-in' volunteers will wear high-viz tabards to help clearly identify them, rather than just a blue t-shirt!
Will you be using Security Industry Authority (SIA) qualified security staff? If so, what will their role be?
No
How will your stewards be trained?
Pre-event training/briefing for safari volunteers. Risk assessments and management plan information is shared. Pre-event volunteer briefing - covers event details, tasks, health and safety, checking-in, and handling any enquiries or incidents.
When will your stewards be briefed?
Please provide a copy of the information that will be given to Stewards (briefing document)
Volunteers will receive a copy of the risk assessment and all the management plan information beforehand. Also, safari volunteers have the use of briefing notes and supporting information. A pre-event briefing will discuss format, any issues & risk assessment - approx. 45mins before the activity commences for this specific site - especially helps any new volunteer helpers on that day, and refreshes experienced volunteers. New volunteers will be 'buddied-up' with the more experienced volunteers on their first few events.
How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?
All working together within the same vicinity. If the reception /check-in table & viewing tables are far apart, then 'walkie talkie' is used on these sites. There will be nominated coordinator/leads for the 'reception' & 'viewing/wet table' to help

with liaison & oversee the volunteers to help with tasks and activities with participants. The volunteers also have an emergency whistle system to raise awareness & call for help.

3. Incident Management

IMPORTANT NOTE:

Do not assume that the emergency services will attend your event other than in an emergency. Your event must be managed without the support of the emergency services, even if they have agreed to attend as they may be called away to an emergency elsewhere. Do not refer to Kent Police throughout this document. They cannot provide support to any element of your event other than in an emergency and even in this instance their first port of call would be your contingency plans.

3.1 Welfare of Children

Please provide details of how you would deal with a lost or found child or vulnerable person at your event. Please include the following:

What is your procedure?

Who is the designated person in charge of this?

Where is the rendezvous point?

How will announcements be made?

All children are to be accompanied by a parent or responsible adult throughout the event.

If lone child is brought to our attention, then the Event Leader with volunteer (DBS checked staff/main volunteers) will help child, and if no adult appears, then we will liaise with the Bay Inspector & RNLI Lifeguards where present - and through them for Community Police assistance if left for longer period, to help until the adult is located.

3.2 Incident Reporting and Investigation

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event

Any accident or incident is to be reported to the Event Manager.

An accident report form will be completed for accidents (and added to TDC TAMS), and incidents may be referred to the appropriate manager or officers that have responsibility in this area (eg Beach/Coast Manager - beach safety; Community Safety Team - anti-social behaviour; RNLI – water safety; or Police or Coastguards - for instance)

3.3 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency.

It is advisable to have emergency messages scripted before the event for use on the day

All communication will be vocal on the day. The meeting point has been agreed prior to the event, and the activity mainly takes place on the beach.

For walks, it will be a hi-viz staff/volunteer check-in and assistance for the specific Walk & Talk leader. For safaris, this check-in/meeting point then directs people into the activity (eg rockpooling activities on the chalk reef nearby) and finally to the 'viewing' or 'wet tables'. Generally most information is communicated at the check-in - with a small 'rockpooling leaflet' given out with instructions.

Helpers are identified for participants to contact for advice/help (most will be wearing Blue Thanet Coast 'T' shirts /or reflective Hi-Viz tabards), and volunteers are requested to inform the task leader straight away for any accidents/incidents/issues on the day.

All participants have pre-booked on the event - so if the event needs to be cancelled just prior to the event (eg due to severe weather warning or an emergency situation) then participants can be contacted by email beforehand or telephoned prior to the event.

3.4 Emergency Plans

IMPORTANT NOTE:

It is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to Kent Police. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.

It is important that you set out your procedures carefully and brief all event staff, contractors and volunteers so that they are clear and widely understood.

In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.

Please provide details of your emergency plan for the event

It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the 'what if's' at your event (i.e. contingency planning).

What are your contingency plans for situations, such as:

Need for evacuation, fire, power failure, collapse of a temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, key location becomes unavailable, cancellation prior to or during?

This is not an exhaustive list and the specific nature of your event will suggest others.

Levels of responsibility = The Event Manager - Lead/Coordinator (experienced) volunteer- in this order to deputy, if Event Manager is indisposed to decide. (eg if to cancel event due to circumstances/extreme weather conditions)

At your event, who will be responsible for determining that an incident is now a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control?

The Event manager - Lead/Coordinator (experienced) volunteer will be deputy, if Event Manager is indisposed.
Who will report this to the emergency services?
The Event manager, and the Lead/Coordinator (experienced) volunteer will deputy, if the Event Manager is indisposed.
What systems do you have in place to contact the local emergency services?
By Mobile/Telephone, and secondary the RNLI or Bay Inspector where present. The Event manager - Lead/Coordinator (experienced) volunteer will be deputy, if Event Manager is indisposed.
Who will liaise with the emergency services when they get to the site?
The Event Leader, or a nominated lead volunteer if indisposed with the emergency.
What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?
Main access to each bay: See maps (Eg Margate Main Sands – via promenade, with steps/slope to Nayland Rock for safari/scavenger hunt - with alternative access via disability ramp - near Nayland Rock shelter/toilets. Western Undercliff, Ramsgate - via tunnel access road to the Port).
Who will be responsible for crowd control during an incident?
Event organiser/Leader and Thanet Coast Project Volunteers.
If required, how would you evacuate your event? What steps would you take?
After informing emergency services, volunteers would help escort participants back off the beach to the nominated safe point. Generally this could be the reception table /start point; but likely to change depending on location of incident (eg a sheltered locations may be required, or another direction to avoid the incident)
How will you communicate the evacuation instruction to your audience?
Verbal communication - as they are relatively small groups (@20 to 60 participants; 80 max; with Walk & Talks at 24 participants max.)
Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)
None provided by the event as too small – if sufficient time is known in advance, then advice to be cancelled (through bookings/online information). Emergency signage is likely to be provided from the relevant authorities - emergency services or local authority (eg <i>TDC Signs advising contaminated beaches & advising not to access the beach</i>)

4. Traffic Management

4.1 Traffic Management

Please answer the following questions in detail regarding traffic management at your event

Is your event taking place on or off the Highway?

<input type="checkbox"/> On the Highway <input checked="" type="checkbox"/> Off the Highway	
What is the best route for traffic to take in order to get to your event? How will this be communicated?	
N/A = Advice will be given on parking on the booking form	
What is the best and safest route for traffic to exit your event? How will this be communicated?	
Advice is to use the main car parks for accessing these main bays, although local people are likely to know closer or free car parking locations, or will walk to the meeting points. Advice for parking will be outlined online.	
In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Please include information about how they will cross open roads safely.	
All pedestrians advised to use footpaths where present, and cross at pedestrian crossings.	
What have you done to liaise with and inform local residents and businesses about the impact to local roads?	
N/A - No outstanding impact envisaged for 'small' events	
Can people enter your event without causing an obstruction on the road?	
N/A – small event	
How have you considered the impact that your event will have on public transport? Have you informed your local bus/rail/taxi company?	
N/A – small events	
Are you requesting any parking suspensions as part of your event? If yes, please complete the information below. If you do not include ALL of this information your request cannot be considered.	
Location (street name/car park)	N/A
Number of spaces	
Intended use for the parking spaces	
Start time of suspension	
End time of suspension	
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	
Small events - and generally early start to the day, as low tide dependant	
If you are providing off-road parking, please complete the information below: Please note: any parking areas must be stewarded at all times. You may be asked to provide a parking plan.	
Location	N/A
Number of spaces	
How will the area be managed?	
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	
Relatively small events - visitors arriving by car can use public roads and car parks.	

4.2 Road Closures

If your road closure request is granted under the Town Police Clause Act, your local authority will produce the road closure order once it has been approved by KCC Highways. This may involve a charge. Speak to your local authority for more information.

If made under the provisions of the Road Traffic Regulation Act 1984 the road closure notices will be produced by KCC Highways. This will involve a charge.

IMPORTANT NOTE:

Before a road closure can be considered the following documents MUST be submitted to your local authority along with this plan and approved by KCC Highways Authority:

- **A copy of valid Public Liability Insurance (£5 million minimum)**
- **Health and Safety Risk Assessments**
- **Signage Schedule (Map and indication of where signs will go)**
- **Plan of diversion route (if applicable)**

Please note KCC Highways require 12 weeks' notice of any road closures for coordination purposes.

Please answer the following questions in detail regarding any road closures at your event

Are you applying for a road closure as part of your event?

Yes X No

Please list ALL roads that you wish to close for your event below:

What is the duration of the closure? Please be realistic with timings.

Is it necessary to have a diversion route? If yes, please provide details of the route here.

A diversion plan will need to be submitted to your local authority.

Who is providing your signage for the road closure?

If you are using a signage contractor, please provide their details here.

Please ensure you check their public liability insurance. A copy of the signage schedule produced by the contractor must be provided to the local authority.

If you are providing signage yourself, please provide a signage schedule and a Health and Safety risk assessment for working on the highway.

Appendices

i. Site Map

Please provide a site map of your event site

ii. Risk Assessment

Please complete an event specific risk assessment including a fire risk assessment

iii. Public Liability Insurance

Please provide a copy of your public liability insurance certificate (for a minimum of £5 million)

iii. Road Closure Documents (if applicable)

- A copy of valid Public Liability Insurance (£5 million minimum)
- Health and Safety Risk Assessments including reference to risks on the Highway
- Signage Schedule (Map and indication of where signs will go)
- Plan of diversion route (if applicable)