

Event Management Plan

Heart of England Community Boxing Club – Hinckley

Version 1 – June 2024



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Foreword/Introduction

This events management plan has been prepared for and on behalf of the Heart of England Community Boxing Club, Hinckley by Corporate Architecture Limited.

The Heart of England Community Boxing Club Facility is a two-storey, mixed-use gymnasium primarily dedicated to boxing coaching and lessons throughout the year.

The facility is also designed to host larger-scale events, including boxing matches with spectators. These events are anticipated to exceed the on-site parking capacity of the facility.

As a result, under Planning Approval REF: 23/01135/FUL, it is a condition that “Prior to the first use of the development hereby permitted, an Event Management Plan including details of high attendance event day travel and parking arrangements for all attendees at the boxing gym shall be submitted to and approved in writing by the Local Planning Authority. The approved measures shall be implemented and maintained for the duration of the use unless the prior written approval of the Local Planning Authority is obtained to any variation.”

This plan outlines all necessary arrangements to ensure the success, safety, and compliance of events with local regulations. It details responsibilities for the event organizers, including:

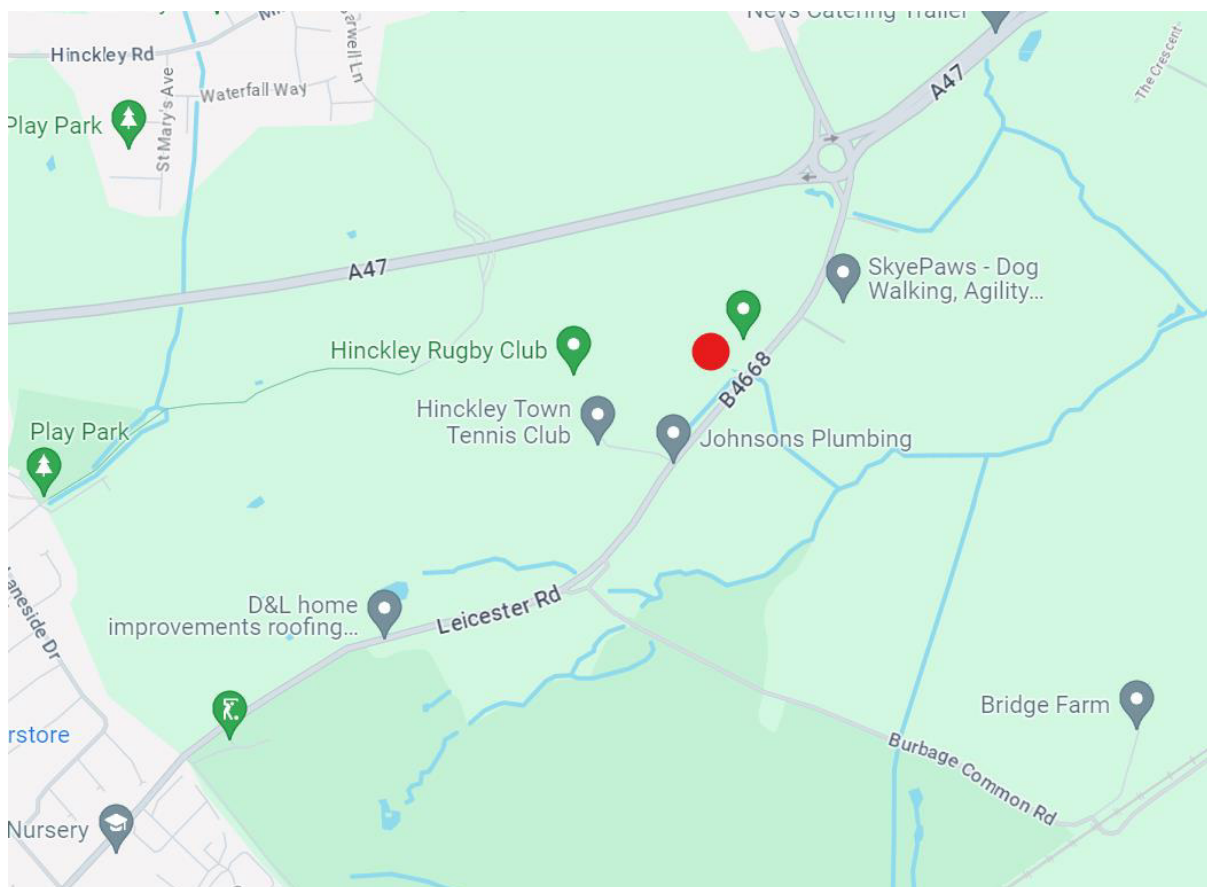
- Ensuring overall safety at the event as far as reasonably practicable.
- Implementing health and safety arrangements to control risks.
- Ensuring the competence of staff to undertake their roles safely.
- Verifying insurance documents, risk assessments, and methods of work for contractors, stall holders, caterers, etc.
- Maintaining the health, safety, and welfare of all staff, contractors, and members of the public attending the event.

In addition to these responsibilities, this plan includes detailed procedures for managing high attendance, travel, and parking arrangements to mitigate the impact on local infrastructure. It also covers emergency procedures, crowd control measures, and communication strategies to ensure that every event is conducted smoothly and safely.

This Event Management Plan is a comprehensive guide designed to support the Heart of England Community Boxing Club in delivering safe and successful events that meet both the needs of the community and regulatory requirements. All items highlighted yellow should be completed on an events basis.

Event Information

Event Name:	TBC
Organiser:	Heart of England Community Boxing Club
Name of Event Organiser:	Mr Nick Griffin
Address for Correspondence:	TBC
Contact Number:	07505125698
Email Address:	n.griffin@talk21.com
Date of Event:	TBC
Location of Event:	Heart of England Community Boxing Club, Hinckley, LE103DR



Description of Event:	The event at the Heart of England Community Boxing Club is a ticketed boxing match, closed to the general public. Attendance is restricted to ticket holders only, ensuring a controlled and secure environment for all participants and spectators. This exclusive event aims to provide a focused and enjoyable experience for attendees & members of the club.
Site Ownership:	The site is owned by the Heart of England Community Boxing Club and therefore all necessary ownerships are in place. Notification to adjacent site owners is covered later within this document.

Attendance:	It is anticipated that there will be a maximum of 200 people attending this event including boxers, coaches, officials and spectators.
Emergencies & Health Care:	For urgent medical attention, but not a life-threatening risk situation, contact NHS 111 first. Nearest accident and emergency is George Elliot Hospital, College Street, Nunaton, Warwickshire, CV10 7DJ, at the time of writing this plan the hospital is open 24 hours a day 7 days a week. The hospital is 5.4 miles away from site and takes approximately 23 minutes by car. Alternative accident and emergency is University Hospital Coventry, Clifford Bridge Road, Coventry, Warwickshire, CV2 2DX, at the time of writing this plan the hospital is open 24 hours a day 7 days a week. The hospital is 9.7 miles away from site and takes approximately 29 minutes by car. Alternative accident and emergency is Leicester Royal Infirmary, Infirmary Square, Leicester, LE1 5WW, at the time of writing this plan the hospital is open 24 hours a day 7 days a week. The hospital is 14.2 miles away from site and takes approximately 30 minutes by car. Chemists – The nearest chemist is Hinckley Pharmacy, 27 Hill Street, Hinckley, Leicestershire, LE10 1DS and are open 08:30-18:30 Monday to Friday and 09:00-13:00.
Nearest Fire Station:	Hinckley Fire & Rescue Station, Leicester Road, Hinckley, LE10 1LW.
Local Authority:	Hinckley & Bosworth Borough Council
Licensable Activities:	There will be no licensable activities, the sale of alcohol is not permitted.
Noise:	There will be music played at key moments during the event including ring walks and interludes between fights. Details of PA systems to be confirmed. We considered there will be no impact of noise on neighbours and do not consider a Noise Management Plan is necessary for this event.
Catering:	There is no catering services being provided.
Waste Management:	All waste generated from the event will be handled in accordance with our approved waste management collection services. It is not anticipated that the amount of waste generated will significantly increase during event days.
Medical Provision:	Due to the nature of the event taking place, additional medical provision will be provided during event days. A Doctor must always be present for all boxing tournament. In addition to this, all boxing coaches must be first aid trained.

Fire Safety:

Access for Fire Appliances has been considered and direct access routes from the site entrance to the building main entrance have been designed into the development. During event days, volunteer marshals in fluorescent vests will be briefed on specific escape routes and assembly point locations. Visitors will be made aware of escapes ahead of the event commencing.

Safeguarding:

The Heart of England Community Boxing Club acknowledges its duty of care to safeguard and promote the welfare of children and young people. We are committed to ensuring that our safeguarding practices reflect statutory responsibilities, government guidance, and best practices, as well as complying with the requirements of relevant regulatory bodies.

The organizing team of our upcoming event recognises its responsibilities and has implemented several policies to ensure the well-being of all young participants and members. The event organisers will remind all adults of their duties to safeguard the welfare of young people and ensure the event is an enjoyable and inclusive environment.

All boxing coaches are trained via the England Boxing Safeguarding and Protecting Children in Boxing course.

All boxing clubs have a welfare officer and all tournaments have an appointed welfare officer.

Safeguarding Code of Conduct for Adults

The welfare of children and young people is our top priority. Everyone involved has a duty to report any safeguarding concerns, and adults must adhere to the following Safeguarding Code of Conduct:

All staff and volunteers will be familiar with our safeguarding policies and procedures. Any safeguarding concerns should be reported using the designated reporting form available on our website, including as much information as possible.

Concerns can be reported by calling or by emailing the details noted at the beginning of this plan.

If a child or young person is at immediate risk of harm, call 999 or 112 and ask for the police. Inform the Safeguarding Team once you have done this.

Additionally, you can contact the NSPCC on 0808 800 5000 or email them at help@nspcc.org.uk.

By following these guidelines, we aim to create a safe and positive environment for all participants and ensure the highest standards of safeguarding throughout our event.

Event Notification

This plan must be completed and submitted to Hinckley and Bosworth Borough Council for approval before the event takes place.

You need to apply for a Temporary Event Notice (TEN) if your event will have a maximum of 499 attendees and any of the following apply:

- You want to have a pay bar
- You intend to provide entertainment to the wider public
- You plan to charge for raising money for your event

A TEN serves as a notice to Hinckley & Bosworth Borough Council and the police about your planned event. Typically, the police will only object to a TEN on grounds of crime and/or disorder.

The council and police require a minimum of 10 working days' notice before the event, but it is recommended to apply one month in advance to avoid any issues.

As an Event Organiser, you are responsible for:

- Informing Hinckley & Bosworth Borough Council about your event
- Notifying all tenants within the wider sports complex

Traffic Management & Parking Provision

On Site Parking Provision:	35 parking spaces provided. For event days 3 of these spaces (nearest the entrance) will be allocated to ambulance/paramedic parking. On-Site parking provision will be priority for club members and staff only on event days. 3 motorcycle spaces provided. 8 cycle hoops provided.
Overflow Parking Provision:	>43 overflow car parking spaces are provided outside of the site boundary. These spaces form part of Hinckley Rugby Club parking and therefore events must be coordinated & agreed with the Rugby Club ahead of Event Day. Overflow parking will be for Visitors and non-members.
Coach Drop Off:	A coach drop of zone has been indicated on the attached Events Management Plan although it is unlikely that coaches will be necessary.
Traffic Marshal:	A traffic Marshall will be stationed at the site entrance checking tickets & directing traffic to the appropriate parking zone. Members and staff will receive a window shield parking sticker as part of their subscription. As such, any cars without the pass clearly displayed will be directed to the Overflow Visitor Carpark.
Pedestrian Management:	A temporary coned off pedestrian walkway will be provided from the overflow visitor carpark to the building allowing foot traffic to safely traverse along the main access driveway.
Event Signage:	Event signage will be positioned appropriately along Leicester Road coming from both the North-East & North-West.

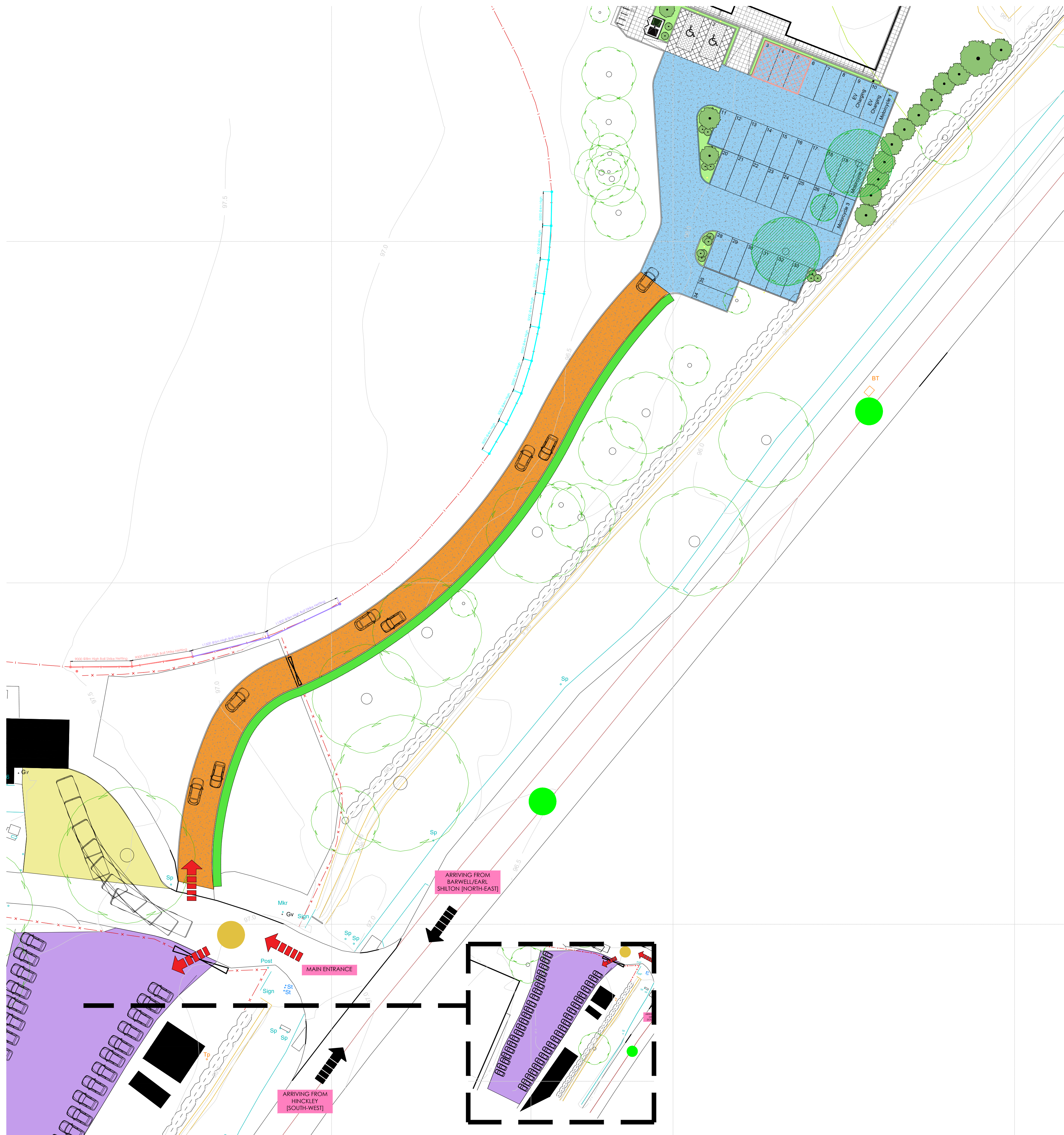
The Above Traffic Plan Should be read in strict accordance with Appendix A - DE080 – Proposed Events Management Plan.

Event Programme & Itinerary

The following event planner should be populated ahead of the event.

Date	Start Time	End Time	Description
			Member Arrival Designated Timeslot
			Visitor Arrival Designated Timeslot
			Event Brief/Overview/Information
			Undercard #1
			Undercard #2
			Undercard #3
			Main Event
			Event Close
			Off-Site

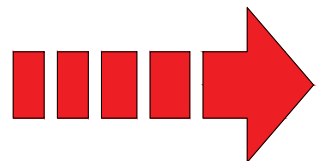
Appendix A – DE080 Proposed Events Management Plan



LEGEND



VEHICLE MOVEMENTS WITHIN HIGHWAY



VEHICLE MOVEMENTS WITHIN SITE BOUNDARY



TEMPORARY CONED OFF PEDESTRIAN WALKWAY FOR EVENTS ONLY TO ALLOW OVERFLOW CARPARK FOOT TRAFFIC TO REACH BUILDING.



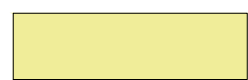
TWO LANE VEHICLE MOVEMENT - TEMPORARY SIGNAGE TO BE INSTALLED "CAUTION PEDESTRIAN PRIORITY" & "5MPH SPEED LIMIT".



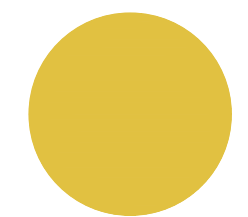
VISITOR PARKING FOR LARGE EVENT DAYS ONLY. TO BE COORDINATED WITH HINCKLEY RUGBY CLUB.



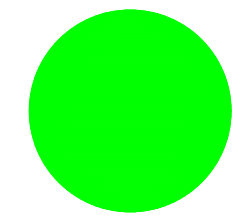
STAFF & MEMBER PARKING ONLY



COACH DROP OFF AND HOLDING ZONE (IF REQUIRED).



TRAFFIC COORDINATOR / EVENTS STEWARDS LOCATED AT ENTRANCE DIRECTING TRAFFIC TO APPROPRIATE CARPARKING ZONE.



EVENT SIGNAGE TO BE POSITIONED ALONG LEICESTER ROAD COMING FROM NORTH-EAST & SOUTH-WEST.



PARKING SPACES RESERVED ON EVENT DAYS FOR PARAMEDIC / AMBULANCE PARKING.

NOTE: MEMBERS WILL RECEIVE A MEMBER WINDOW SHIELD PARKING PASS AS PART OF THEIR MEMBERSHIP. CARS ARRIVING WITHOUT A PASS DISPLAYED IN THE FRONT WINDOW WILL BE DIRECTED TO VISITOR PARKING TO EXPEDITE THE TRAFFIC COORDINATION ON SITE.

THIS PLAN SHOULD BE READ IN STRICT CONJUNCTION WITH THE EVENTS MANAGEMENT PLAN DOCUMENT WHICH OUTLINES FURTHER PROCEDURES FOR EVENT DAYS ONLY.

Do not scale from this drawing, work to given dimensions. All dimensions to be checked on site. Any discrepancies with this drawing to be reported and clarified prior to commencing work on site, if in doubt - Ask. Corporate Architecture Ltd accept no responsibility for works not undertaken fully in accordance with this drawing and relevant specifications. Copyright © Corporate Architecture Limited

North point:

Notes:

Revision Log:

Rev:	Description:	By:	Date:
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Project:
Land Adjacent to Hinckley Rugby Club
Hinckley
Leicestershire

Client:
Heart of England Community Boxing Club
Nick Griffin [HOECBC] & Louise/Caspar Hobbs

"The Christian Hobbs Boxing Gym"

Scale:
VARIOUS

Drawn by:	Checked:	Date:	Paper Size:
JG		June 2024	A1

Drawing Title:
Proposed Events Management Plan

Drawing Status:
TENDER ISSUE

Drawing Number:	Revision Number:
DE080	T1



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Appendix B – Risk Assessment Tournament Boxing

Heart of England Boxing Club Risk Assessment for Boxing Tournaments

Venue:	Hinckley Rugby Club, Leicester Road, Hinckley	Type of Tournament:	Dinner and Boxing Event
Date:	10 th Feb 2023	Date of Assessment:	15 th April 18
Name of Risk Assessor:	Nick Griffin and Craig Perkins	Date of Review:	30 th July 24

No	Hazard & Potential Consequences	Persons at Risk	Normal Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary for this event	Residual Risk Rating (High, Med, Low)
1	Illness and Injury: - Nose Bleeds - Broken noses - Cut eyes - Brain trauma - Hand injuries	Boxers	- All coaches must be trained in first aid - Doctor must be present at event at all times - All boxers must have a pre bout medical - Local hospital informed that the event is taking place (George Elliott, Nuneaton) - First aid kit present	Medium	None	Low
2	Slip, Trips and Falls E.g. Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access /egress routes and pedestrian areas	Members of Public Boxers Coaches Officials	Carry out a pre-event site visit to ensure that the area is suitable to hold event Emergency routes to be of adequate width and kept clear at all times. Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced (non present when site visited)	Low	New venue and so it is important to carry out walk through visual inspection (prior to start of tournament) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.	Very Low
3	Illness and injury: - Heart issues - Choking - Alcohol	Members of Public	- All coaches must be trained in first aid - Doctor must be present at event at all times - All boxers must have a pre bout medical - Local hospital informed that the event is taking place (George Elliott, Nuneaton) First aid kit present	Low	None	Very low

No	Hazard & Potential Consequences	Persons at Risk	Normal Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary for this event	Residual Risk Rating (High, Med, Low)
4	Fire Safety	Members of Public Boxers Coaches Officials	Club Steward nominated as 'responsible person' and carry out a fire risk assessment in order to meet requirements of the fire safety) orders Establish a suitable means of contacting the emergency services and provide them with any relevant information. Ensure that the premises and any equipment provided in connection with fire-fighting, fire detection and warning, or emergency routes and exits are present and are maintained by in an effective manner, in efficient working order and in good repair	Low	On the day of the tournament ensure that the steward is aware that they are the 'responsible person' All club coaches to call 999 in the event of an emergency such that no single coach has responsibility	Very Low
5	Crowd Management - Lack of adequate evacuation procedures leading to crowd crushing and associated injuries - Pushing and shoving in the crowd trying to get close to the boxing ring - Drunkenness	Members of Public Employees Volunteers Contractors	Consider anticipated crowd capacity and ensure facilities are adequate, including provision of adequate facilities for refreshments, sanitary requirements, etc. Ensure adequate access for wheelchair users and pushchairs is provided. Ensure there are adequate / entrance and exit routes with no obstructions, which are clearly signposted. Consider the design of the venue and need for barriers to allow good entry and exit routes with no obstructions and allow for crowd movement within the venue. Ensure there is sufficient supervision for the event (e.g. stewards on site) and that there is an effective means of communication between stewards and to the audience (e.g. radios/PA system) Door staff must be ISA licenced. The minimum number of security door staff is three and should be increased proportionally with one member of staff per 100 spectators for numbers over 200.	Medium	New venue and so it is important to carry out walk through visual inspection (prior to start of tournament) to ensure access/egress routes are unobstructed, and that lighting levels are adequate. Barrier to be in place to separate 'diners' from normal spectators with appropriate signage It will be necessary to speak to the security stewards to ensure that all are familiar with the requirements and their responsibilities on the night Ask the steward to ensure that spectators that are clearly drunk and rowdy should not be served	Low
6	Blood contamination	Boxers Officials Coaches	Referees to use antiseptic wipes if nose bleeds or cuts occur Storage bags for such wipes to be available on ring corner posts Gloves to be wiped with antiseptic cleaner after each contest	Low	None	Very Low

No	Hazard & Potential Consequences	Persons at Risk	Normal Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary for this event	Residual Risk Rating (High, Med, Low)
7	Food preparation and Delivery to tables causing illness and injury	Members of the public seated for dinner and boxing Catering staff	Ensure that the venue has its own risk assessment for catering and food preparation and that catering staff are qualified in food hygiene	Medium	New venue so qualifications and documentation should be checked at least 7 days in advance of the event	Low

Appendix C – Risk Assessment Monthly



Risk Assessment Form
Heart of England Boxing Club

Address of Club	The Christian Hobbs Gym, Leicester Road, Hinckely, LE10 3DR
Frequency of Assessment	Informal Every session Formal Monthly
Name and position of person completing Risk Assessment	Lead coach for session or Welfare Officer

The welfare of the boxer is the prime concern of all coaches at all times

SECTION 1 GYM / ACTIVITY SPACE & FACILITIES	
The floor is clean and is free from obstacles, fluids and hazards	Yes ☐ No ☐
Equipment present is not in a hazardous position or blocking entry / exit points	Yes ☐ No ☐
Toilets are usable, clear, unblocked and toilet paper is present	Yes ☐ No ☐
Lighting and heating is sufficient for the time of yer	Yes ☐ No ☐
Fire exit clear and unlocked	Yes ☐ No ☐
Comments / actions taken or required:	

SECTION 2 THE RING	
The rings are firmly based and has no movement on the floor	Yes ☐ No ☐
Ropes, rope ties and turnbuckles in good repair & ropes securely fastened and not frayed	Yes ☐ No ☐
All exposed metal and fittings are fully protected from boxer contact including serviceable corner pads etc	Yes ☐ No ☐
Underlay in good repair and of sufficient thickness	Yes ☐ No ☐
Canvas is tight, smooth and with no rips or tears, clear of debris, fluids or loose materials and firmly secured	Yes ☐ No ☐
Planks are secure and cannot move	Yes ☐ No ☐
A member cannot spar unless properly attired with groin guard, appropriate weight sparring gloves, gum shield and full registration with England Boxing	Yes ☐ No ☐
Comments / actions taken or required:	
SECTION 3 BOXING EQUIPMENT	
All equipment is appropriate for the number, age & level of members	Yes ☐ No ☐
Boxing gloves are of appropriate weight & in good repair without rips	Yes ☐ No ☐
Gloves for bag work [Bag Gloves] are in good repair without rips	Yes ☐ No ☐
Head guards should fit correctly & have secure straps / lacing / fastenings – Sparring head guards are preferred for sparring activities	Yes ☐ No ☐
Coach Pads are in good repair without rips	Yes ☐ No ☐
Groin protectors are in good repair & are a good fit	Yes ☐ No ☐

Mouth guards are properly fitted	Yes ☐ No ☐
Hand wraps used are of the appropriate length and material	Yes ☐ No ☐
Footwear is appropriate, in good repair and is a good fit	Yes ☐ No ☐
Clothing is appropriate and they are not wearing jewellery including neck chains, studs or watches	Yes ☐ No ☐
Comments / actions taken or required:	

SECTION 4 GYMNASIUM EQUIPMENT	
There is the correct serviceable equipment present to complete the activity to be undertaken	Yes ☐ No ☐
There is sufficient space around equipment for it to be used safely	Yes ☐ No ☐
Punch bags are serviceable with no tears and correctly and safely fitted	Yes ☐ No ☐
Bag chains and fastenings are securely tightened and in good repair with no broken links or bent fastenings	Yes ☐ No ☐
Floor-to-ceiling balls have secure anchor points and elastic is in good condition with ball height correctly set	Yes ☐ No ☐
Mats have no tears or rips and are, where appropriate, non-slip	Yes ☐ No ☐
Skipping ropes have secure handles and are in good condition	Yes ☐ No ☐
Benches are in good repair and are splinter free	Yes ☐ No ☐
Medicine balls are in good condition with no splits	Yes ☐ No ☐
Weights [if present] – stands, bars and collars are all in good condition with secure collars and no damage to welds	Yes ☐ No ☐

Aerobic equipment (bikes, cross trainers etc) is maintained in accordance with manufacturer's recommendations	Yes ☐ No ☐
Comments / actions taken or required:	

SECTION 5 INSURANCES, QUALIFICATIONS, EMERGENCY PROCEDURES AND FIRST AID	
That the club / gymnasium, contents and all coaches / Leaders who deliver activities / programmes are correctly insured by the National Governing Body [EB] NOTE[1] Provided the club, its coaches and Leaders are currently registered with the NGB , England Boxing insurance is an integral element of that registration NOTE [2] Buildings and contents are not covered by England Boxing.	Yes ☐ No ☐
That the Club has a correctly trained and appointed Welfare Officer	Yes ☐ No ☐
If the participants are 'active' boxers, they are currently registered [this is a requirement of the National Governing Body insurance of the athlete	Yes ☐ No ☐
All coaches hold appropriate first aid qualifications	Yes ☐ No ☐
That all coaches / Leaders hold a current Enhanced DBS Disclosure issued within the last three years and appear on the England Boxing DBS Database	Yes ☐ No ☐
All coaches & Leaders hold an appropriate level of Safeguarding & Protecting Children Qualifications	Yes ☐ No ☐
All Medical Disclosure forms have been completed & are present / available to the delivering coach / Leader in cases of emergency	Yes ☐ No ☐
Emergency procedures & access points are explained, & all coaches, Leaders & members are aware of them – evacuation procedures & assembly points are explained & pointed out	Yes ☐ No ☐
All Emergency numbers are available & highlighted to coaches, Leaders & students	Yes ☐ No ☐
A working telephone is available	Yes ☐ No ☐

A fully equipped first aid kit is available at all sessions	Yes ☐ No ☐
There is an accident / incident book in place & accessible in which injuries other than minor training injuries are logged	Yes ☐ No ☐
That the club has a current England Boxing approved Child Protection Policy which is displayed prominently	Yes ☐ No ☐
That there are copies of Child Protection referral forms present	Yes ☐ No ☐
Comments / actions taken or required: 	

RISK ASSESSOR DETAILS

Signed:

Name in Block Capitals:

Organisation / Club:

Date Assessed: