



Event Guidance Note 2

Pre Planning

Pre planning is the key to a safe and successful event and is never too early to start this process.

Where?

Make sure that the venue you have chosen for your event is adequate. Things to consider are:-

- Impact on the local Community
- Travel, access and car parking
- Suitability of the venue
- Existing hazards (e.g. overhead powerlines, lakes and ponds etc)
- Adequacy of emergency access and egress routes to the site
- Will road closures be needed

When?

This is important and you need consider:-

- The time of year
- Weather conditions(especially for an outside event)
- Day of the week
- The time of the event (night events may need lighting)
- Noise from the event
- Ease of travel
- Clash with other major or local events

Who?

The aim of the event and the target group is also important and you need to consider whether the following applies:-

- Young Children
- Teenagers
- Elderly
- Disabled

Dependant on the aim and the target group you may need to consider additional facilities, stewarding and set a realistic attendance level. If you are issuing tickets it may be sensible to number them and only distribute through named contacts.

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What?

Decide on the activities that will be at the event and look out for specific hazards such as:-

- Animals
- Water sports
- Entrance fees and money
- Gatecrashers

Specialist Equipment

Are you going to have a fairground, bungee jumps ,inflatables etc at your event. these may pose specific hazards and may need to be erected by trained and competent personnel and may require certification both of the equipment and personnel to operate safely.

Codes of Practice

For large events you should refer to the HSE Event Safety Guide HSG 195 (the "purple guide") downloadable from, (<http://www.hse.gov.uk/pubns/books/hsg195.htm>) and for guidance on marquees, tents ,electrical etc you can refer to the Code of Practice for Out Door Events published by the Outdoor Events Association Tel 0208 669 8121. The Guide to Safety at Sports Grounds (the "green guide") may also be useful. Guidance is also available for Counter Terrorism at events at (<https://vsat.nactso.gov.uk/SiteCollectionDocuments/AreasOfRisk/Major%20Events%202011.pdf>).

Welfare Arrangements

You need to consider the estimated attendance to determine the toilet requirements for the event, the "purple guide" provides a model but this may need alteration dependent on the profile of the event. If permanent toilets are to be considered then you will need to examine their suitability and maintenance throughout the event. Dependent on the size of the event you may need to consider:-

- Drinking Water Provision
- Refreshments and Food
- Lost and found children
- Missing persons
- Baby Changing Facilities
- Lost Property

First Aid and Medical Provision

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Any event organiser should carry out a medical risk assessment and consider the following:-

- The activities at the event
- The attendance levels
- Attendance profile and age groups
- Access and egress
- The layout of the site
- Structures on the site
- Health, safety and welfare at the site

The provision of adequate numbers of trained personnel and resources such as First aider's, Ambulances, Paramedics etc should be provided in accordance with the "purple guide" or the "green guide"

You will need to make adequate provision and there are a number of providers who can supply this service but you need to ensure they are competent and well trained. You must not rely on the NHS "999" service for your event.

Permissions and Consents

As the event organiser you must make sure that you know what consents and licences you need for the event. These may include the sale of alcohol, entertainment, road closures etc. You will need to time table these and get together the relevant application forms and find out where these need to go.

If you use the event notification form then the relevant agencies will be notified of your event and will be able to help you make the necessary applications. Further guidance is available for Licensing in Event Guide 13 and Road Closures in Event Guide 10

For street parties/small events the Government have provided a simple form which can be downloaded from (<http://www.communities.gov.uk/publications/communities/streetpartyguide>) and sent to Maidstone Borough Council, Maidstone House, King Street, Maidstone, Kent ME15 6JQ.

(Please See Event Guidance Checklist Stages 1 to 3 – This is part 1.)