



Event Guidance Note 3

Detailed Planning

This is necessary so that you can bring together every thing you need to consider before, during, and after the event. Some of the issues you need to deal with will have their own Event Guidance Notes.

Committee

Unless you are organising the event alone you should form an event committee and identify the following key roles:-

- Event Manager – responsible for liaison with all the other organisations including the relevant local authorities and emergency services etc.
- Health and Safety Manager – A person with suitable experience to ensure safety is planned and maintained through the event and after.
- Security Manager – This person should be responsible for the supervision and coordination of all marshals and stewards.

Liaison

By completing and submitting the Event Notification form all the relevant agencies and emergency services will be notified of your event. By supplying additional information about your event it will provide them with an opportunity to review and advise on your plans.

Site Plan

Draw up a site plan showing the layout of all intended attractions and facilities including your main control point or centre. Make sure you plan out and designate all entrance and exit points, circulation routes, vehicle access points, emergency evacuation routes and points etc.

Emergency Plan

Dependent on the size of the event you should draw up a formal plan to deal with any emergency situation that could arise during the event. Small simple events can have simple plans. More complex and large events will need more sophisticated plans and will need to be integrated with the emergency services to ensure it is clear who manages the emergency and what liaison arrangements are in place. The Emergency Planning officers may be able to advise you on

what you need to consider. The Safety Advisory Group which includes all the emergency services will also be able to examine your plan and advise.

Temporary Structures

Many outside events will require temporary structures such as staging, tents, marquees, temporary seating/grandstands, stalls etc. You will need to decide where to obtain the equipment, who will erect it and what safety checks and certification is needed. You should only use experienced suppliers.

Things to consider are:-

- The location of structure should be on the site plan
- The site and location of barriers to protect the public against any specific hazards such as moving machinery, vehicles, barbeques and any other dangerous displays etc.
- Some barriers will need to have specific safety loadings dependent on the type of event and the number of people attending. Certain stage front barriers fall into this category.
- Standards of lighting, emergency lighting, ingress and egress are the same for permanent and temporary structures.
- You may need to make "temporary structures notice" application to the Building Control section of the Council.

Risk Assessments

This is a key document for the safe planning of your event. It involves the careful examination of each attraction and activity in the event and a record of any significant findings and any action necessary to reduce risk to a sensible level. Event Guide 7 provides more detail and a template form can be provided/downloaded.

The size and the complexity of the event will determine the size of the assessment but follow the basic steps below and try not to complicate matters.

- Look for the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide whether existing precautions are adequate or whether more controls are needed.
- Record your findings
- Review your assessment and revise as necessary.

Catering

If you are using catering contractors then it may sensible to look at what they are providing and the pricing structure to determine whether they are suitable for the event. Further more detailed guidance regarding Food Safety is given in Event Guide 12

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Stewards

The risk assessment (see Event Guide 7) will determine the minimum number of stewards necessary for the event. Some events may need SIA (Security Industry Agency) trained and registered stewards to undertake certain activities. All stewards must be fully briefed about the event and be able to communicate with each other, their supervisor, the Health and Safety Manager and the Event Manager. Large complex events may need a stewarding plan and a Chief Steward or Controller. Further advice on stewarding is in Event Guide 15.

(**NB** Only properly authorised/qualified personnel have the authority to control traffic on the public highway. The police have emergency powers only.)

Crowd Control

The size, type and attendance will determine the measures you need to provide. You will need to consider:-

- Number and positioning of barriers
- Stewarding and the stewarding plan
- Public address system and its location(s)

Attendance Levels

You must establish the maximum number of people that an event can hold. This may have to be reduced dependent on the activities that you are intending to hold. You may have to count people on entry to prevent overcrowding. This may also apply to specific areas of the event if a particular artist is appearing and you may need local controls for this. Your crowd profile and the attractions should assist with crowd control and stewarding.

First Aid and Medical Provision

Event Guide 8 provides additional guidance. Your medical provider needs to be booked well in advance to ensure that they can provide the service you need. The Medical Service provider should have a "Duty Order" detailing the operation of the service during the event and a Contingency Plan for Major Incidents. The medical plan for a large complex event may need to be approved by the NHS Ambulance Service and the PCT.

Lost and Found Children/Persons

You should plan for a lost and found children's point. This area should be supervised by appropriately trained people (CRB checks are needed for persons

working with children). A written and documented system should be prepared for the dealing with lost and found children and persons.

Provision for those with Special Needs

You will need to consider what special arrangements are to be made to ensure that disabled visitors have adequate access to facilities, parking and viewing areas so that they can safely enjoy the event.

Security

The need for this is highly dependent on the type of event. Specific security arrangements may need to be made. If the event takes place over several days you may need to consider security overnight. Depending on the event you may need to consider an alcohol policy, a glass policy, a weapons and searching policy, an antiterrorism policy etc. (Further guidance on Counter-Terrorism is provided in Event Guide 16)

Money handling, counting and banking also need consideration regarding security dependent on the size of the event and the amount. This should be included in your risk assessment.

On Site Traffic

You will need to consider how you manage the contractors and performers to ensure that vehicles involved in this activity are segregated from pedestrians. You may need to consider only allowing vehicle movements at prescribed times. You should consider segregating front stage and back stage operations and use a vehicle "lockdown" procedure during the event.

You will also need to consider the following:-

- Separate entrances for vehicles and pedestrians
- Separate specific arrangements for emergency vehicle access and egress
- Drop off arrangements if applicable.
- Car parking, its organisation and stewarding
- The location of the above in the plan

Off Site Traffic

You may need to control how traffic enter and leave the site to ensure that they can do this safely. Failure to plan your traffic movements could result in serious accidents. **Any traffic control measures should be discussed with KCC Highways or Local Authority.** The best way to deal with the whole process is an integrated traffic plan. If this plan requires you to control traffic on the public highway then you will need to make an application for a traffic regulation order and/or an approval from the Local Authority.

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Road Closures/Diversions

Any event that requires a road closure or a diversion will need to be formally applied for and should be made about **12 Weeks** in advance of the event to allow for processing and agency communications. Further advice is given in Event Guide 10

Street Party events can use the form that is downloadable from (<http://www.communities.gov.uk/publications/communities/streetpartyguide>) and send it to the Local Authority.

Public Transport

No matter on the size of the event it is sensible to contact Taxi, Bus and Train operators to see if the existing services are adequate or whether additional provision is desirable.

Contractors

You should assess all contractors to ensure that they are competent to undertake the tasks you need safely.

You need to consider and check:-

- Personal references
- The contractors Safety Policy
- The contractors Risk Assessments for the tasks you want them to perform
- The contractors Public Liability Insurance Certificate (At least£5 Million indemnity should be provided)

To enable them to operate effectively you will need to provide the contractor with a copy of your Event Plan and arrange liaison meetings to ensure they work within your specified parameters.

Performers

You will need to ensure that all performers have insurance and risk assessments and the same considerations as contractors apply. If you are using amateur performers you will need to advise them of your detailed requirements well in advance and make sure they comply with your Health and Safety rules and event plan.

Facilities and Utilities

If you intend to use electricity, gas or water on the site then you should provide detailed arrangements so that they can be used safely. Portable gas storage and fuel supplies should be the minimum necessary and in designated areas away from the public. Portable generators should be fenced or barriered to prevent public access from public areas. All arrangements should be clearly shown on the site plan.

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Electrical Safety

You will need to consider what type of installation is required and seek expert advice. For large events you will need to have all equipment tested and certified by a competent qualified person before use. For outside events you may require lower voltages through transformers and/or the use of RCD's (NB RCD's should not be used on lighting, moving machinery or equipment where power loss can be dangerous.).

Remember:-

- Locate electrical leads safely to prevent tripping.
- Only suitable armoured cables should be used underground.
- Use proper connections for the type of use required.
- Do not use insulation tape or inappropriate connections.
- All portable equipment should be tested and records kept.
- Hired equipment should be provided with electrical safety certificates.

Emergency Lighting

Small events may only need the use of torches but large events will probably need standby or continuously operating generators. It is important to ensure that earthing rods are used where necessary.

Manual Handling (lifting, carrying, pushing and pulling)

You will need to assess the venue and the tasks involved. What needs to be moved and how you will do it. Are there any items that are awkward and/or heavy?

You need to think about:-

- Is it Heavy
- Is it slippery
- Is it uneven in weight
- Is it uneven in shape

You need to think about where it is going:-

- Upstairs
- Downstairs
- Into a tight space
- Have you enough people (age, sex, strength,fitness?)
- Do you need to use aids (e.g. sackbarrows, hoists etc)

Potential onset of adverse weather

You need to consider the impact of storms, high winds and rain on the venue and its infrastructure. Waterlogged ground can quickly become a problem for vehicles and pedestrians. Vehicle rescue arrangements may need to be considered with wash down facilities as mud should not be transferred to the public road

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Contingency Plans

You need to consider what could go wrong and how you are going to deal with it.

You need to think about:-

- Severe adverse weather
- Event cancellation and the procedures needed
- Relocation at short notice (possibly inside)
- Disgruntled crowds(main act failed to attend)See Event Guide11
- Bomb alerts and terrorism

Clearing Up

You will need to consider waste collection and disposal from the venue. This may need to operate during and after the event. Large events will usually use contractors for this activity but at small events you need to designate who will who is responsible for clearing the site and emptying bins etc.

Time scales

You will need to set out your time plan and should allow yourself plenty of time to make the arrangements. For large events you may need as much as 9-12 months to plan. Remember that special permissions, licences may take up to 12 weeks and the summer period is a busy time for events.

Event Plan

It is good practise to draw up an event plan irrespective of the size of the event. Large complex events often need large complex plans but simple events can have simple plans as long as they consider the issues in the Event Guides. Once you have resolved all the issues for your event this record can form a formal plan for your proposed event. This will help you when you come to carrying out your risk assessments. The Event Guide 02 Pre-Planning contains a number of guidance documents that can assist you.

(Please See Event Guidance Checklist Stages 1 to 3 – This is part 2.)