

Planning Your Event

There are 5 steps to planning a safe event:

- Step 1: Pre-Plan
- Step 2: Organising your event
- Step 3: Onsite pre-event preparations
- Step 4: Event Day
- Step 5: Post-Event

Step 1: Pre-Plan

- Location:** Make sure the venue you have chosen, is adequate for the proposed event. Do not forget to consider the impact on the local community, how easy it will be for people to get to the venue and any car parking requirements. Consider the suitability of the venue and any existing hazards, which may be on the site such as water hazards, overhead power lines etc. Consider whether or not emergency routes will be adequate.
- Date:** Consider the time of year, including the consequences of extreme weather conditions at an outside event. Some parks have licence restrictions depending on the time of year. The day of the week and time will also need consideration regarding the nature of the event. You will probably need to arrange lighting for an evening function and the level of amplified noise should be considered. The event should not clash with any other major events in the area.
- Audience:** Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.
- Activities:** Decide on the type of activities to be held. If possible also try to establish the size of the proposed event and whether or not an entrance fee will be charged. Please note animals are not permitted to participate or used at events for any purpose
- Equipment:** Will the activities require the use of any specialist equipment such as fairground rides, bungee jumping and inflatable bouncing devices? If so, does this equipment pose any specific hazards? Will a particular activity need barriers etc? Please refer to page 9 of the Terms and Conditions pack for information regarding required documentation for specialist equipment.
- Event Risks:** Please remember that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. Carrying out a detailed risk assessment should ensure this. All hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.
- Liaison:** Build links with the local police, fire brigade, ambulance and first aid providers. Tell them about the event and ask them for advice. Decide what additional information is required regarding specific activities and make contact with the council and/or the relevant organisations.
- Attendance:** The organiser must estimate the number of attendees likely to attend the event and consider its duration. Portable toilets and first aid requirements should be based on these estimations. Advice is given in the HSE Event Safety Guide mentioned above. The provision of drinking water will be necessary. Depending upon the scale of the

- event, refreshments and other facilities may be required. Provision also needs to be made for lost children, missing persons, baby changing and lost property.
- Licensing:** Temporary Event Notice (TEN) is a licence which can be applied for via the licensing department at Hounslow Council. Contact details of which are on the Useful Contacts page in this pack. The TEN licence will be required if the event will include the sale of alcohol, the provision of regulated entertainment and/or the provision of hot food or hot drink between 11pm and 5am. Regulated entertainment is any of the following when carried out in front of an audience:
The performance of a play, Exhibition of a film, An indoor sporting event, Boxing or wrestling entertainment, Performance of live music; Performance of dance, or Any playing of recorded music, Similar entertainment to live music, recorded music or dance. The provision of facilities for regulated entertainment is also licensable.
There is a fee payable for a Temporary Event Notice (£23).
- Insurance:** All events will require public liability insurance. All contractors and performers will also need their own public liability cover with a £5 million Limit of Indemnity. Depending upon the nature of your organisation and the size of the proposed event other insurances may also be required. Quotations should be obtained from your insurance provider. Details of possible required insurances are listed on page 9 of the Terms and Conditions.
- Timelines:** Layout your event in a timeline plan and give yourself as much time as possible to organise the event. You may need as much as 9 to 12 months planning. Some specialist advice may be required, and special permission could take time. Do not forget the summer can be a busy time with hundreds of events taking place within your area. There will also be deadlines for payments which should be incorporated within your timeline schedule.
- Event Plan:** The event plan is the management plan that should include all your health and safety arrangements. A guide to the items that should be included in the event management plan is included in this pack. This plan should be used when carrying out your risk assessments. A member of the JLIS Events Team, the Emergency services and relevant organisations must have a copy of the event management plan.
- Costs:** When you receive the hire contract for your event, you will be informed of the hire fee of the space. Health and safety, traffic management, security, stewarding, licensing, etc. should all be considered when budgeting for your event. When planning your event please take considerable consideration into the quotes and the actuals of event infrastructure.
- Noise:** Due to the new licensing laws that came into effect on 24th November 2005, various parks and public spaces now have set conditions relating to the licence, for example noise levels, event running times and regulated entertainment. The organiser must liaise with the JLIS event team to enquire as whether these conditions apply to the location of their event.
If these conditions apply to the chosen location, in order to comply with them it is the organisation's responsibility to submit a Noise Action Plan and provide a noise consultant to monitor the levels on the day of the event. Included in this action plan a site plan highlighting the location and orientation of all sound must be submitted. A formal record should be kept of the Noise Action Plan. A simple guidance note and an example of a noise action plan and monitoring form are provided with this pack. Completed forms should be retained for future reference. Where the event consists of more than one attraction that features sound e.g. a carnival all activities should be present on the action plan. In these circumstances, the enclosed form can be photocopied.

For Info: The HSE Event Safety Guide (A guide to health, safety and welfare at music and similar events). This document is also widely known as The Purple Guide, which gives advice on structures, marquees, tents and electrical matters.

Step 2: Organising Your Event

Once you have considered all the points in Step 1 you can then start to organise the event in detail. Remember to write things down as you go and to keep to the event timeline

- Teamwork:** Set up a team and identify specific responsibilities for each member. One person should be identified as the event manager and be responsible for liaison with other organizations such as the council, the local police force and other emergency services. One person, with suitable experience, should be given overall responsibility for health and safety and another person co-ordination and supervision of stewards.
- S.A.G.** For large and medium scale events, the organiser will need to attend Safety Advisory Group (SAG) meetings on a regular basis in the run up to an event. These meetings are organized and chaired by a representative of the JLIS Event Team and should be attended by a representative from all relevant associations including police, fire brigade, ambulance service.
- Risk Assessments:** A formal record should be kept of the risk assessments. A simple guidance note and an example form are provided with this pack. Completed forms should be retained for future reference. Where the event consists of more than one attraction e.g. a summer fete a written risk assessment may be required for each activity. In these circumstances, the enclosed risk assessment form can be photocopied. Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these.
More information regarding risk assessments can be obtained from the Health and Safety Executive (HSE) publications at HSE information Centre, Broad Lane, Sheffield, S3 7HQ. Tel: 01787 881165.
- Site Plan:** Draw out a site plan identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths.
- PA Site Plan:** If the location of your event has set licence conditions relating to noise and your event incorporates any amplified sound e.g. recorded music, live music and announcements. A separate site plan must be drawn out and submitted. This plan should identify the location and orientation of any activities that incorporate Public Address or sound systems i.e. other musical equipment. Take into consideration, the location of residents in the area and other possible areas that could be affected by noise from the event.
- Emergencies:** A formal plan should be established to deal with any emergency situations, which may arise during the event. The complexity of this will depend upon the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. You may have to liaise with the emergency services, local hospitals and the JL:IS Event Team and create a planning team to consider all potential major incidents and how you would deal with them. Organisers of larger events will need to cover this area in the SAG meetings.
- Traffic:** If you are organising an event there are possibilities that the planning will require a traffic management plan and a traffic order. It is the responsibility of the organiser to employ a traffic manager to implement these plans. Whilst planning your event, these areas must be taken into consideration: park & ride, drop off/pick up points for cars and coaches, temporary taxi ranks, car parking and disabled parking.
- Structures:** Many events will require temporary structures such as staging, tents, marquees, stalls etc. Decide where this equipment is to be obtained, who will erect it and what safety checks will be required. The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles and any other dangerous displays etc. In some cases, barriers will need to have specified safety loadings

dependant upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers.

- Catering:** Ensure any caterers have been licenced by their local authority and that they will be sensibly positioned such as away from children's activity areas and near to water supplies etc. Adequate space should be left between catering facilities to prevent any risk of fire spread. A copy of each caterer's food hygiene certificate will need to be given to the JLIS Event Team. You may wish to use only caterers who are members of the Mobile Outside Caterers Association. Details can be found on the Useful contacts page in this pack.
- Alcohol:** The sale of alcohol, or the supply of alcohol to members of a club, is a licensable activity under the Licensing Act 2003.
A personal licence holder must authorise every sale of alcohol made under a premises licence. This means that, in addition to the above, organisers will need to ensure that they have at least one personal licence holder present at the event to authorise sales of alcohol. Please contact the Licensing Authority Office on (0116) 252 7000 for further details.
- Stewards:** Stewards at larger events must be fully briefed on all aspects of the event including crowd control and emergency arrangements. Written instructions, site plans and checklists should be provided to them. It is important that stewards can be easily identified by the public and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager.
All stewards should be properly trained and competent, as they will need to be constantly on the lookout for hazards, which could develop during the event. They may also be required to guide vehicles, clear emergency exits, and sort out any behavioural problems. Specific training should be provided for basic first aid assistance and fire fighting. Stewards may require personal protective clothing such as hats, boots, gloves or coats. For evening events, they may need to be issued with torches. At all day events, duty rotas will be required.
- Visitors:** The type of event and the numbers attending will determine the measures needed. Consideration will need to be given to the number and positioning of barriers, and the provision of a public address system. Make sure the public address system is working and can be heard in all areas.
The maximum number of people the event can safely hold must be established. This may be reduced dependant upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that one particular attraction may draw large numbers of visitors.
Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.
- Security:** Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a secure area. Following your risk assessment, stewards or helpers collecting cash may require money belts or other carrying facilities. Counting and banking arrangements should be given careful consideration.
- Traffic:** **ONSITE:** Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be necessary to only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Car parking facilities will be required at most events and these will have to be stewarded. Consider where such facilities should be situated.
OFF-SITE: Unplanned and uncontrolled access and egress to a site can result in a serious accident. Traffic control both inside and outside the site should be discussed with the police. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. If road closures, signs on the highway, traffic diversions

- and/or the placement of cones are required then an application must be made for a traffic regulation order and/or approval from the highway authority.
- Transport:** The local rail and bus companies should be advised of larger events to establish if existing services will be adequate. You will also need to liaise with them if road closures or diversions are intended.
- Contractors:** All contractors should be vetted to ensure they are competent to undertake the tasks required of them. Wherever possible personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments, and satisfy yourself that they will perform the task safely. Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of at least £5 million. Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters.
- Performers:** All performers should have their own insurances and risk assessments and the same considerations will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them and ensure they will comply with your health and safety rules and event plan.
- Facilities:** Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. All portable electrical appliances including extension leads etc. should be tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety.
Where events are taking place outside, residual current circuit breakers should be used and if possible the power supply stepped down to 110volts. All cables will have to be safely channelled to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events. Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public. The same should apply to any fuel supplies items such as portable generators etc. Generators should be suitably fenced or surrounded by barriers, this is to prevent public access from public areas. All these arrangements should be clearly shown on the site plan. Please note that only diesel generators are to be used.
- Contingency:** Consider the implications on the event of extreme weather conditions. Will the event be cancelled? Could specialist matting be hired in at short notice? Or could the event be moved to an alternative inside venue. This will involve a lot of planning and may be too complex for anything other than the smallest of events. There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up.
- Litter & Waste:** Arrangements may be required for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site. At some events there could be discarded hypodermic needles that need to be disposed of safely. This will require specialist training and equipment.

Taking all the above into consideration, you should establish which specific hazards require individual risk assessment. Initial assessments should be undertaken and any remedial action specified in the updated event plan.

- Accidents:** If an accident occurs, during set up of the event, on the event day and/or during clear-up of the event, the names and addresses of witnesses should be obtained, photographs taken and a report made by the organisers. An accident form should be completed and a copy sent to the landowner. A sample accident reporting form is included in the pack. You will also need to advise your own insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place. Certain accidents need to be notified to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Step 3: Onsite Pre-Event Preparations

Just prior to the event a detailed safety check will have to be carried out. This should include the following:

- Access:** Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency routes
- Inspections:** Two different sets of inspections should take place for any size event, one for pre-arrival and post event site inspections and one for the health and safety of the event set-up.
- Site Inspection:** Pre-arrival: A walk through inspection of the entire site, including areas of access, should be carried out with the organisation's event manager and the designated JLIS duty manager immediately prior to arrival of any vehicles or set up. Any defects or spoiled areas must be identified and recorded. All defects should be noted and any remedial action taken. Post event inspection information can be found in step 5.
- H&S Inspection:** This inspection should be carried out after all structures and activities are set up but BEFORE the event opens, using the risk assessment document and event management plan to identify any potential hazards and to check out communications are working.
- Site Plan:** Make sure that all facilities and attractions are correctly sited as per your site plan. Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place. Check waste bins are in their correct locations. Ensure contractors, associations, security and all stewards have copies of the most updated site plans.
- Signage:** Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, information, lost children points and security base together with other welfare facilities such as toilets and drinking water.
- Vehicles:** Check that all contractors, performers and exhibitors vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.
- Structures:** Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors as a record of this.
- Barriers:** Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.
- Stewards:** Make sure that sufficient staff have been assigned to each area and all arrive in their correct location. Ensure all stewards are wearing the correct clothing for easy identification. Check that all stewards and staff have been fully briefed and understand their responsibilities.
- Lighting:** Check all lighting is working, including any emergency lighting.
- PA:** Make sure the public address system is working and can be heard in all areas.

Step 4: Event Day

- Inspections:** You should carry out at least one inspection during the event for medium size events and one inspection every 2 hours for large scale events.
- Team Meeting:** For large and medium size events, team manager meetings should be scheduled during the event where the heads of each team plus one representative from each association such as police, fire brigade, ambulance service and the JLIS duty manager, come together and feedback events and/or issues in their area and solutions. Emergency issues should be dealt with immediately but updates reported at the meetings.
- Contact:** The organisation's event manager should be contactable by any team manager, association member and/ or JLIS duty manager at all times during the event and be available to assist/advise in the event of any serious emergencies.

Step 5: Post-Event

- Inspection:** A walk through inspection should be completed in all areas and any damage and/or litter that has occurred as a result of the event should be recorded and agreed. This inspection should also ensure nothing has been left on the site, which could be hazardous to future users. This inspection should also identify any damage, which may have been caused during the event. If any structures are left overnight, it must be ensured they are left in a safe condition and are safe from vandalism etc. If numerous structures are left, specific security arrangements may be required.
- Claims:** Should any person declare an intention to make a claim following an alleged incident associated with the event, you should contact your insurers immediately. They may also require a completed accident form.
- De-Brief:** After your event has taken place, a de-brief meeting should take place to discuss any issues and outcomes from the pre planning and the implementation of the event, within 2 weeks after the event has taken place. This will aid the planning process for future events.