



SUSSEX LOCAL AUTHORITIES EMERGENCY PLANNING GROUP

GUIDANCE ON EVENT PLANNING



Version 1.7.
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A Sub-Group of the Sussex Resilience Forum



SUSSEX RESILIENCE FORUM

IMPORTANT NOTICE

This guidance has been produced to assist event organisers in Sussex. It is not intended to replace or supersede any of the guidance or regulations contained in any of the documents mentioned in Appendix “G” or any other guidance that may be issued in the future.

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1.0. Introduction

This document has been produced by the Local Authorities in East and West Sussex and Brighton & Hove in liaison with the emergency services as guidance explaining what you should consider when planning a public event.

Events come in all shapes and sizes. This guidance is applicable to them all, including fairs and galas, firework displays, pop concerts, air shows, motor sports events, parades, events on the highway and religious events. The list is not exhaustive and if you are in doubt about what you should be doing in planning your event, then you can get further advice from the Local Authority for your area, the contact details are set out in appendix "A" to this document.

2.0. The role of the Event Organiser

The responsibility for the safety of all persons working at or attending an event rests with the prospective licence holder/organiser of the event/land owner.

It is the duty of the event organiser to exercise overall control over the event and to ensure all reasonable precautions, as agreed in the Event Plan (see Appendix "B"), are taken to maintain the safety of the people at the event, for the duration of the event.

This person must also be able to demonstrate to the agencies an understanding of these roles and responsibilities and commitment to public safety. When appropriate the responsibilities of each relevant agency may be required to be laid down in an agreed Statement of Intent (See appendix "C").

The event organiser/licence holder will normally be expected to:-

- Seek advice on what applications may be required, i.e. sale of alcohol/road closures etc., and the timescale for those applications.
- Organise/attend planning meetings
- Have clearly defined command and control procedures
- Submit all risk assessments for the event (see Appendix "F")
- Appoint an event safety officer who can demonstrate competence throughout the planning and the event
- Provide site plans indicating all relevant details
- Prepare an Event Plan in consultation with the key agencies
- Have due regard to the safety advice of the Safety Advisory Group (see section 4.0)

3.0. Planning the event

The planning of an event goes through several stages, which are detailed below. You should remember that a large event could take up to twelve months from the initial concept to the event being staged. Similarly, a smaller event can take six months.

3.1. Pre-Event

Detailed pre-planning is essential to ensure your event is safe and successful. The following headings are designed to help you through the process of pre-planning:-

- **Where?**
Make sure the venue you have chosen is suitable for the proposed event. Do not forget to consider the impact on the local community.
- **When?**
Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time also may have an effect. Is there also a conflict with another event being held locally?
- **Who?**
Identify the aims of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled?
- **What?**
Decide on the type of activities to be held. Will there be any specific hazards such as animals, moving vehicles or water sports?
- **Specialist equipment?**
Will the activities require the use of any specialist equipment such as bungee jumps etc.?
- **Welfare arrangements?**
Consider the estimated number of attendees to the event and its duration. Are the toilet arrangements sufficient? What about the provision of drinking water, refreshments or other facilities such as baby changing?
- **First aid and Medical Provision?**
Medical provision for the event should not rely upon the normal provision made by the Ambulance Service for use by the general public (i.e. the “999” system).
- **Permission and consent?**
Make sure you know what consents and licences you need to cover alcohol, public entertainment and road closures – do not forget the timescales.
- **Insurance?**
Public Liability Insurance

3.2. Organising the Event

All events are different. Some smaller events will not require the detail in the planning process that larger events will require. The headings identified below detail the information that may be required for a large event. Detail of what may be needed for your event will become apparent following discussions with the Local Authority and Emergency Services.

- **Establish an Event Planning Team**

Identify specific responsibilities for all team members. One person should be identified as the Event Manager and be responsible for liaison with other organisations such as the Local Authority and the Emergency Services and co-ordinate the actions of other members of the team. One separate person, with suitable experience, should be given overall responsibility for Health and Safety. Other team members should be nominated for responsibilities in other specific areas. This team should be in operation prior to, during and immediately after the event and will be responsible for compiling the event plan.

The Event Plan should cover the following points (for more detail see Appendix "B"):-

- **Risk Assessments**

You will need to undertake all necessary suitable and sufficient risk assessments (see Appendix "F"), which may also include a Fire Risk Assessment. Your Risk Assessments will be one of the key documents ensuring the safe planning of this event.

- **Site Plan**

Draw up 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 egress.

- **Emergency Plan**

A formal plan should be established to deal with emergency situations that 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 need to liaise with the emergency services, local hospitals and the local authority emergency planning officer and create a planning team to consider all potential major incidents and how you would deal with them. Your command and control procedures will need to identify who will manage any emergency and liaise with the emergency services should an emergency occur. You will also need to ensure that all those involved in the event are aware of the emergency plan and what to do.

You will need to ensure that a dedicated Evacuation plan is made as part of the Emergency Plan, to be enacted in the event of an emergency. This plan must take account of the needs of the vulnerable and include provision for wheelchair users. The plan should indicate the need for clear, and appropriately sited signage indicating the evacuation routes.

- **Crowd Control**

The type of event and the numbers attending will determine the measures needed. Consideration will need to be given as to whether it is an open air or enclosed event, the number and width of exits, the positioning of barriers and the need for a public address system.

Ensure that the identified site is suitable and large enough to accommodate the planned numbers attending the event.

- **First Aid and Medical Provision**

The first aid and medical provision provided for the event is completely separate from the emergency arrangements provided by the Ambulance Service under the “999” system. The plans for first aid and medical provision for the event should be formulated, depending on the relevant risk, in liaison with all agencies.

- **Lost and found children**

Event organisers should:

- Consider provision for children even if the event itself is not necessarily aimed at children, as they may accompany adults.
- Consider the presence of children in the event risk assessment and major incident and contingency plans
- Prepare a 'lost child' policy that identifies arrangements for the safe care of lost children until they are reunited with parent/guardian.

There should be a clearly advertised collection point for lost children, supervised at all times with fully briefed workers one of whom should be DBS checked. Ensure that lost children are not left in the sole care of a single worker

In some circumstances it may be necessary to make an announcement over the PA system. Take care to ensure that announcements do not refer to children specifically or give personal details, descriptions or names.

If a child is reluctant to go with a parent or collecting adult seek a second opinion from the police. The parent's or guardian's signature and proof of identity should also be obtained. Once a child has been reunited with their parent or guardian, inform stewards and police immediately if they have been involved.

- **Fire Fighting Provision**

The type of event and associated risks will determine the level of provision required. Plans for access for Fire Service vehicles, locations of water supplies and equipment points should be agreed with the Fire Authority and marked on the site plan. Any special arrangements for high risk items or areas such as LPG or pyrotechnics should be considered.

Decide if there will be on-site fire fighting teams, dedicated Fire Marshals or Stewards trained in the use of extinguishers.

Temporary building structures should be assessed to ensure adequate egress routes

- **Traffic and Road Closures**

Unplanned and uncontrolled access and egress to a site can result in a serious accident therefore consideration should be given to segregating vehicular traffic and pedestrians on site. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Traffic control both inside and outside the site should be discussed with the Local Highway Authority and the Police. If road closures and/or diversions will be required then these should be included in the discussions. Application for road closures should be made to the Local Authority at an early stage. You should allow up to twelve weeks for the process to be finalised.

Other matters to consider are:-

- Temporary Structures
- Catering
- Stewards (numbers, type, qualifications etc.)
- Numbers attending
- Lost and found children
- Provision for those with special needs
- Security
- Communications on site
- Traffic Management
- Contractors
- Performers
- Facilities, utilities and welfare
- Contingency plans
- Clearing up
- Advertising and promotion of the event

Having taking all the above into consideration, you should continue to review your risk assessments at all stages.

4.0. Safety Advisory Group

The purpose of the Safety Advisory Group is to offer guidance in order to help organisers discharge their responsibilities. The Group will consider plans presented by the organisers on the content and structure of the safety elements of the event. It is not the role of the Group to assist in the planning of the event or the writing of the plan. The members of the Group will not accept or adopt any of the responsibilities of the organiser.

A working or completed copy of your Event Plan should be sent, preferably electronically, to the Emergency Planning Officer at your Local Authority, who will distribute it to the Safety Advisory Group for their considerations. These should be sent at least twelve weeks prior to the event. You may be invited to attend the Safety Advisory Group meeting to present your plan and to hear the joint views of the various interested statutory agencies.

Although all comments and observations made by the Safety Advisory Group are always advisory, they are made by professionals in the interest of public safety and should not be dismissed lightly. If you do not understand the reasons for the advice or do not agree with it, you should always discuss this with the Group at the meeting. Failure to follow advice from the Safety Advisory Group may affect your Public Liability Insurance, licence permissions and leave you exposed to possible litigation.

Each Local Authority has a Safety Advisory Group that includes representatives from the following organisations:-

- Local Authorities
- Police
- Ambulance Service
- Fire Service

In addition the group may include representatives from:-

- The organisers
- Venue owners
- Transport operators
- British Transport Police (if appropriate)
- Maritime and Coastguard Agency (if appropriate)
- Security and stewards representatives (if appropriate)
- Voluntary groups, the military and other service providers

The Terms of Reference for the Safety Advisory Group can be found at Appendix "D". An outline of a typical Safety Advisory Group meeting is attached at Appendix "E".

5.0. Final Preparations

Prior to the start of the event, a detailed safety check will be carried out. This should include the following:-

- **Routes.** Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency routes.
- **Inspections.** A walk through inspection of the site should be carried out immediately prior to, during and after the event to identify any potential hazards and to check communications are working. You may want to carry out more than one inspection during the event. All defects should be noted and also the remedial action taken.
- **Siting.** 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.
- **Signage.** Ensure adequate signage is displayed, both on and offsite. This should include emergency exits, first aid points, fire points,

information and lost/found children points and 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 and be available for inspection if required.
- **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 all staff have arrived and are in their correct location. Ensure all stewards are wearing the correct clothing and badging, for easy identification.
- **Lighting.** Check all lighting is working, including any emergency lighting.
- **Public information.** Make sure the public address system is working and can be heard in all areas.
- **Briefing.** Check that all stewards and staff have been fully briefed and understand their responsibilities. Where necessary and appropriate provide suitable tasking sheets to stewards/key personnel detailing specific areas of responsibility

6.0. During the event

Regular safety checks should be carried out throughout the event to ensure the required safety measures are being maintained.

A log of all safety related events or incidents is to be kept and details of affected persons recorded.

Where staff are allowed breaks, safety cover must not be compromised.

Where communications are used, these should be tested throughout the event to ensure they are working correctly.

7.0. After the event

- **Site condition.** After the event, another inspection should be carried out to make sure 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. Stewarding and safety of the site remains the responsibility of the event organiser until the site has been cleared and handed back to the site owner.
- **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.

- **Debrief.** After the event a debrief should occur so that any lessons learnt can be noted. A copy of any debrief document should be sent to the Safety Advisory Group, who may also hold a debrief session following on from this.

8.0 Further Guidance

It should be noted that this guidance document is only a brief summary of the event planning process and it is recommended that the event organiser ensure that there is adequate liaison with all relevant agencies including the Local Authority and Emergency Services during the planning cycle.

Further advice should be sought from the relevant authorities as necessary and reference should be made to relevant publications, some of which are detailed in Appendix "G"

LOCAL CONTACT NUMBERS

CHICHESTER DISTRICT COUNCIL LICENSING

Laurence Foord – Licensing Manager

01243 534740

licensing@chichester.gov.uk

CHICHESTER DISTRICT COUNCIL – HEALTH AND SAFETY

David Gibson – Senior Environmental Health Officer

01243 785166 ext 22111

environmentalhealth@chichester.gov.uk

SUSSEX POLICE

01273 470101

101@sussex.pnn.police.uk

WEST SUSSEX FIRE AND RESCUE

01243 786211

wsfrs@westsussex.gov.uk

SOUTH EAST COAST AMBULANCE SERVICE

Sussex Office

0300 1230999

enquiries@secamb.nhs.uk

For Licensing and Health & Safety – contact your local Borough or District Council

Appendix “B”

Suggested format for the Event Plan

The event plan should provide a comprehensive overview to all the planning aspects for the event. The following may assist you in that process:-

- Introduction detailing:
 - *Background to event*
 - *Event synopsis*
 - *Event timetable*

- Event Management detailing:
 - *Event Safety Policy Statement*
 - *organisation chart with key contact details*
 - *levels of safety responsibility*
 - *Statement of Intent*

- Event Risk Assessment

- Specific details of the event including:
 - *venue design*
 - *structures*
 - *audience profile*
 - *event capacity*
 - *communications*
 - *concessions*
 - *contractors*
 - *Electrical*
 - *Welfare issue to include: toilets, refuse, water etc*
 - *fire precautions*
 - *first aid*
 - *special effects/pyrotechnics etc*
 - *access and exits*
 - *music levels, etc*
 - *Lost/Found Children*
 - *Lost/Found Property*
 - *Severe/Extreme Weather*

- Site Safety Plan detailing:
 - *Scaled site plan*
 - *site safety rules,*
 - *site crew managers and safety coordinator,*
 - *structural safety calculations and drawings;*

- Crowd Management Plan detailing:
 - *the numbers attending*
 - *numbers and types of stewards*
 - *methods of working*
 - *chains of command*
 - *barriers*
 - *access and egress*

- Transport Management Plan detailing:
 - *parking arrangements,*
 - *highway management issues*
 - *public transport arrangements*
 - *Vehicular access and egress*
 - *Emergency Vehicle Access and Egress and designated 'green' route*

- Emergency Plan detailing Major incident planning (emergency planning) in liaison with Emergency Services and Local Authority with due consideration given to:
 - *fire/explosion;*
 - *terrorism;*
 - *structural failure;*
 - *crowd surge/collapse;*
 - *crowd disorder;*
 - *lighting or power failure;*
 - *weather, eg excessive heat/cold/rain;*

Also specific action to be taken by designated people in the event of a major incident or contingency with further consideration given to the following:

- *identification of key decision-making workers*
- *identification of emergency routes and access for the emergency services*
- *identification of holding areas for performers, workers and the audience*
- *alerting procedures*
- *public warning mechanisms*
- *evacuation and containment measures and procedures*
- *identification of rendezvous points for emergency services*
- *identification of ambulance loading points and triage areas*
- *location of hospitals in the area prepared for major incidents and traffic routes to such hospitals*
- *an outline of the roles of those involved including, contact list and methods to alert them*

- First-aid Plan detailing:
 - *Procedures for administering first aid on site and arrangements with local hospitals and Ambulance Trusts.*

The items in italics are for guidance only and is not a definitive list

Appendix “C”

Statement of Intent

Statements of Intent have been useful in highlighting the agreed responsibilities of all parties involved in events that are likely to have a significant impact on the community and the safety of the public.

It does not create a legally binding contract or agreement between the named agencies but simply defines the respective duties of those agencies and clear lines of communication and command and control policy necessary in the event of any emergency.

They should provide a focus for event organisers, local authorities, police and other emergency services. They need not be sought for all events.

A Statement of Intent or similar document is a useful means of ensuring this understanding. This document should be brief and clearly convey the necessary points. It is not a contract nor should it be written in technical legal terms. Its purpose is to confirm and clarify responsibilities.

It should include:

- A description of the event/operation.
- The significant risks involved.
- Policy Decisions already established.

Who/Which Agency is responsible for:

- The actions/responses to risks.
- Any other identified actions or areas of responsibility.

The contents of the document must be shared and agreed with, and signed by all agencies named/involved.

Appendix “D”

SAFETY ADVISORY GROUP

TERMS OF REFERENCE

To ensure that each member of the group is aware of their individual role within the group and at the event and are suitably qualified and authorised to represent their organisation.

To ensure, as far as possible, that the risk to public safety is minimised for all those working at or attending the event.

To ensure that, when appropriate, a Statement of Intent is prepared which sets out the responsibilities of the relevant organisations in the event.

To keep a written record of all meetings whether formal or preliminary, to clearly note recommendations agreed by the advisory group and note actions arising from those meetings.

To ensure that there are in existence agreed contingency plans or arrangements for dealing with emergency situations at the event.

To ensure that the organisers appoint a safety officer who can demonstrate competency throughout the planning of the event and who will be responsible for all safety aspects of the event.

To make recommendations and give advice to the organisers on the Event Safety Plan.

To hold a thorough debrief and make recommendations as necessary.

Appendix “E”

SAFETY ADVISORY GROUP

SUGGESTED OUTLINE OF SAFETY ADVISORY GROUP MEETINGS

1. The aim of the meeting

The aim of the meeting is for the organiser to present the Event Safety Plan and to hear the joint views of the various interested statutory agencies.

2. Identification of the roles

Identification of the roles played by the principal organisers e.g. event manager, event health and safety advisor.

3. What the event involves

Outline by the organisers as to what the event involves, numbers attending, details of the programme. Identification of any issues which may need risk assessments and which are not detailed in the risk assessments submitted.

4. Risk Assessments

Consideration of the organiser’s draft risk assessments.

5. Insurance

6. Event Safety Plan

Consideration of the organiser’s draft event safety plan.

7. Consideration of other items

Consideration of any of the following if they have **not** already been covered:-

- Electrical safety – 30mAmp RCD protection. Completion certificate
- Access for the disabled
- Staging – completion certificate
- Toilet accommodation
- Fire safety and evacuation procedures
- Communications
- Crowd management and stewarding
- Emergency planning and announcements
- Waste disposal
- Noise control
- Use of any pyrotechnics
- Fireworks and special effects
- Children

- People with special needs
- Allocation of tasks / management arrangements
- First aid and medical arrangements
- Venue stewards and the Security Industry Authority requirements for Security Stewards
- Transport management and car parking
- Site design / plan showing access for emergency services, location of key services, welfare facilities and a contact point
- Vetting of contractors
- Alcohol and Licensing Act issues
- Working at height controls – fall arrest equipment
- Hearing protection
- Use of a statement of intent agreement to confirm roles of parties involved

8. Other Agencies

Other agencies not present who should be consulted.

9. Summary

Summary of any action required or advice given by agencies.

10. Date of future meetings

This is not an exhaustive list and there may be other items on the agenda relating to a particular event.

Appendix “F”

Notes on Risk Assessment

Planning for an event will involve risk assessment. The responsibility for the preparation of the risk assessment lies with the event organiser. The aim of a risk assessment is to identify those risks, posed by the site or activity, to members of the public, participants and employees and to set out the means by which the risks may be eliminated or minimised.

It will be necessary to visit the site or venue to identify specific hazards. A hazard being anything with the potential to cause harm, e.g. a dangerous item or substance, condition, situation or activity.

Risk is the likelihood of realisation and extent of a hazard. In a risk assessment, risk should reflect both the likelihood that harm will occur and its severity.

In considering risk assessment the following areas will need consideration.

- The event
- The venue
- Persons attending
- Site Construction
- Fire Risk
- Marquees/Temporary Structures
- Electrical Equipment
- Noise Control (both people on site and resultant noise pollution)
- Communications
- First Aid/Welfare
- Signage

The following areas should be considered for their impact on any risk assessment.

- Topography of site
- Crowd dynamics
- Vehicular movements prior, during and after the event
- Trip hazards
- Damage to hearing
- Electrical risk
- Fire
- Evacuation of site
- Alcohol sales
- Special effects
- Litter/refuse
- Adverse weather

The above list is not exhaustive; it is merely representative of types of potential areas of risk and is intended to stimulate consideration of all aspects that may impact on the event.

A sample risk assessment is shown below.

GENERIC RISK ASSESSMENT

Type of Activity: **BBQ**

Significant Hazards	Persons at risk	Existing Controls	Risk Rating L/M/H	Additional Controls Required / To Be Considered
Fire	Those attending event	<i>Barbecue is off the ground and people will not be allowed near the Barbecue, as it will be roped off.</i> <i>Only Adults will be allowed to cook and the number of chefs will be restricted to just 2 at any one time</i>		<ul style="list-style-type: none"> • Located raised off grass • Safe distance from trees & shrubbery • Exclusion zone around cooking area • Appropriate fire extinguisher(s) / suppression system to be available • No Petrol or Diesel to be used
Food Poisoning	Those eating at event	<i>Food will be kept well wrapped and stored in a cool box until it is about to be cooked.</i> <i>Experienced barbecuers will inspect food and examine before serving to ensure fully cooked</i>		<ul style="list-style-type: none"> • Competent person to be responsible for the preparation and cooking of food.
Burns and Scalds	Those attending event	<i>Keep Adults, Children & animals from Barbecue and First Aid Kit will be available</i>		<ul style="list-style-type: none"> • Exclusion zone around cooking area • First Aid provision to be available
Animal Excreta	Those attending event	<i>Pets are not allowed, other site users dogs will not be encouraged</i>		<ul style="list-style-type: none"> • Area to be checked by organisers

Name of Risk Assessor: *Bartholomew Snodgrass*

Signature of Risk Assessor



Date of Risk Assessment *6th October 2006*

Appendix “G”

USEFUL PUBLICATIONS

Giving your own Fireworks Display – Health and Safety Executive ISBN 0717661628

The Event Safety Guide – A Guide to Health and Safety and Welfare at Music and similar events – ISBN 9780717624539

Guide to Safety at Sports Grounds – Dept. of Culture, Media & Sport – ISBN 9780117020740

The Good Practice Safety Guide for Small Events and Sporting Events on the Highway, Roads and Public Places - Home Office

Fire Safety Risk Assessment - Open Air Events and Venues – ISBN 9781851128235

Industry Guide to Good Food Hygiene Practice: Catering Guide – ISBN 9780112431015

Five Steps to Risk Assessment ING 164 – Health and Safety Executive

Managing Crowds Safely HSG 154 – Health and Safety Executive

Safety Guidance for street arts, carnivals, processions and large scale performances – Independent Street Arts Network

This is not an exhaustive list

All the above publications should be available from your local bookshop or online