

EVENTS

TOOLKIT



North Warwickshire
Borough Council



community
spirit performances
meetings team
stalls work

Introduction

This template has been produced as a guide to assist event organisers in planning safe events. Events are very important to North Warwickshire as they showcase the unique aspects of the Borough, the great success of volunteer work and they promote positive messages to our visitors. They also contribute to local communities by providing community spirit and community cohesion. By using this document event organisers can be assured that have covered all key safety aspects.

It should be remembered that the headings and guidance within this document are not exhaustive and any other areas or information that the organiser feels should be included in the plan should be added. Also, not all the parts will be relevant for all events and these should be removed and added as appropriate. Please fill in each section as you see fit with all of your own event details.

The Purple Guide was used to help shape this document, if you would like some more information please visit www.thepurpleguide.co.uk

Useful Contacts:

North Warwickshire Borough Council

Community Development

Tel: 01827 719

Email: Communities@northwarks.gov.uk

Environmental Health

Tel: 01827 715431

Email: environmentalhealth@northwarks.gov.uk

Licensing

Tel: 01827 715431

Email: licensing@northwarks.gov.uk

Warwickshire County Council

Highways

Tel: 01926 412515

Email: countyhighways@warwickshire.gov.uk

Warwickshire and West Mercia Police

tacticalplanning@warwickshire.pnn.police.uk

Warwickshire Fire and Rescue Service

firesafety@warwickshire.gov.uk

West Midlands Ambulance Service

David.levesley@wmas.nhs.uk

The SAG (Safety Advisor Group)

Safety Advisory Groups are non-statutory groups of multi-agency representatives formed to promote safety at public events. The role of the SAG is to enable event organisers to share information with (and be challenged) public health and safety agencies regarding the particular event, specifically the risks and the intended management arrangements to ensure public and employee/volunteer safety.

SAGs are usually, but not exclusively, co-ordinated by a Local Authority (LA) and made up of representatives from the LA, emergency services and other relevant bodies. They meet at regular intervals, or when necessary, to review event proposals and advise on public safety.

SAGs do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place. They provide independent advice to event organisers who retain the legal responsibility for ensuring a safe event.

Event organisers should contact the LA and determine whether there are any SAG or similar arrangements they should present their proposals to.

Events presenting a significant public safety risk (whether in terms of numbers of people attending or the nature of the event and/or the challenge of the environment) should be considered. However, small events like village fetes, where large numbers are not expected and/or the event is routine in relation to the activity normally carried out, need not go to a SAG but the organiser may wish to seek advice from the LA.

Event Management Plan for

[insert name of event]

At

[insert location]

On

[insert date]

Version *[insert date of plan]*

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1.0 Plan Production & Control

This plan has been produced by: *[insert name(s)]*

Version	Date	Status
<i>[e.g 1.0]</i>		<i>[Draft or Live]</i>

2.0 Plan Aim and Objectives

This plan is designed to bring together all of the individual organisations and agencies 'plans involved in the event into one document to provide a complete integrated event plan. Its main objectives are:

- To facilitate the running of safe and enjoyable event
- To consider and plan for problems that may occur
- Define trigger points at which other plans may be implemented

3.0 Plan Distribution List

This event plan has been distributed to the following individuals/organisations:

Name	Role/Organisation	Date Given
	SAG	
	NWBC	
	First Responders	

[Insert a list of those individuals who have received a copy of the plan. This helps to ensure all those that a copy receive one]

4.0 Event Management Structure

[Insert names and roles of the volunteers that will be helping at the event. Each of the roles also include a brief overview of the responsibilities that person will have on the day. It will help you before the briefing of the event. This list is not extensive and can be added too or taken away from as required. Make this list work for your own event. This chart will help ensure everyone involved in your event knows their jobs and it links with your emergency response planning, as if there is an incident your staff/volunteers and the emergency services will need to know who is in charge and who to liaise with]

Name	Role	Responsibilities
	Event Organiser	- This person or community group that is organising the event
	Event Manager	- Overall person in charge
	Safety Manager	- Risk assessments - Site inspections
	Communications Manager	- Responsible for public communication and media liaison - Producing adverts, posters - Ticketing
	Child Protection Manager	- Recruitment of DBS - Lost child point
	Security Manager	- Recruitment of security firm - Event day liaison with security team
	Site Manager	- Responsible for event infrastructure; toilets, catering etc.
	Volunteer Coordinator	- Volunteer recruitment - Training - Event day management
	Production Manager	- Coordinate and management of the stage area and timings
	Artist Manager	- Booking and managing the acts/entertainment
	Event Support Staff	- Support event manager to ensure smooth running of event

For contact details for the above event staff please see Appendix 2 – Contact details

5.0 Event Plan

[Insert a concise description of the event remembering to include dates and timings and split into days necessary. Think of it as how you would describe to someone who has absolutely no knowledge of it in a couple of sentences]

5.1 Event Location

The event is taking place at *[Insert site location]*

The site address is: *[Insert address]*

Map 1 shows the location of the *[insert site name]* in relation to the surrounding area.

[Insert location map of site]

Event Plan – [Insert Event Name]

Time	Area 1	Area 2	Area 3	Fireworks	Site Generic	
05.30	Stage Area Set Up					
06.00						
06.30						
07.00		Stalls arrive and set up	Fairground rides arrive and set up			First Aid on site & Set up
07.30						
08.00						Road Closures in place – 4 stewards on site – man all day
08.30						
09.00	Sound check and equipment testing					
09.30						
10.00	Event open to public – All activities public					
10.30	First Act		Rides running			
11.00						
11.30	Second Act					
12.00						
12.30	Third Act					
13.00						
13.30	Fourth Act					
14.00						
14.30						
15.00	Final Act					
15.30						
16.00						
16.30					Firework Set Up	
17.00					Firework Display	
17.30						
18.00						
18.30						
19.00	Event closes – pack up, ensure venue is left clean					
19.30						
20.00						
20.30						

6.1 Crowd Profile

[In this section you consider who you expect to attend your event and expected attendance figures. For an all-day event this should include maximum expected/allowed attendance and the maximum at any one time.

For buildings you should consider any existing occupancy levels and maximum occupancy based on existing exits, also take in consideration is what activities will be taking place in the building which will impact the numbers allowed.

Some things to consider including:

- Is the event targeted at a specific group of people?*
- Do you expect people with particular needs? Wheelchair access*
- Entrance and exits to the venue? Can you record numbers if not ticketed?*

Knowing your audience will help when planning your risk assessments]

6.2 Crowd Management

[Provide a brief statement on your crowd profile, how will you manage the crowd? Will you have barriers around the arena? Where will they be located? - This information can be included in the site plan. Will you have a PA system to address the public? Is the event ticketed, or will you count visitors in and out?]

6.3 Security

[For larger events or those including sale of alcohol it is likely professional security will be required to assist crowd control. If you need security remember they need to be SIA (Security Industry Authority). Who is providing the security and what are they providing?]

6.4 Volunteers

[You will need to consider carefully what roles you want your volunteers to take on during the event. Work to the volunteer strengths. They will require briefings before the event, so they are aware of their roles and responsibilities on the day. How will this information be shared? When will you have the information? How will incidents be reported on the day?]

7.0 Emergency Procedures

[You must document your procedures accidents, emergencies, evacuation of the site, as well as how emergency services will be contacted and who will make the decisions.

Consider and record the location of access routes onto the site for the emergency services, making sure they are clear all the time.

Through liaison with the SAG these issues can be raised and clarified.]

Accident: *Any incidents should be managed on site by your First Aid provider, such as minor injuries as cuts, bruises or slips and trips. Who is going to record the incident? How will you get first aid attention if needed?*

Emergency: *This may be described as something that cannot be handled on site and requires intervention from emergency services. Do you have a clear access point for emergency vehicles? Who will take charge of the situation? What will you tell members of the public?*

Evacuation: *How will you evacuate the area if needed quickly and safely? How will the public know to evacuate? How will you inform staff? Where will you evacuate too? This should be on the site plan. What will you tell the members of the public?*

'Ladies and gentlemen please accept our apologies. Due to issues beyond our control this area needs to be evacuated to ?. Please follow instructions for our staff. Thank you.'

Fire Alarm: *How will you raise the alarm? Who will take charge? How will you ensure the site is fully evacuated? Who will meet the fire brigade?*

8.0 Communications

[Effective communication is crucial for the event to run smoothly and safely. It is suggested that two forms of communication are used at events, these can include radios and mobile phones. When thinking about communications it can be split into three main areas: neighbours, staff and visitors]

Residents and businesses in the surround area: *[Have you thought about the local neighbours? Have you informed them the event is going on? Will roads be closed and will parking be an issue? The best way to communicate is to put a letter through the doors of the residents/businesses that will be affected, let them know as early as possible to avoid confusion. Let them know you contact details so they can raise any concerns or comments. For businesses, can they help at your event? Provide catering? Open longer hours to co inside with your event?*

Internal communication during the event: *[You need to ensure you have constant communication with staff and the public during your event. How will people communicate? Radios, mobile phone? Although mobile phones can be used it is best not to rely on these as you only form of communication due to signal issues.]*

Communicating with visitors before and during the event: *[How are you going to advertise your event? Leaflets, posters, social media? How will you cancel the event if needed? Will you have a website? How will the visitors know about what is going on in the arena? A Leaflet? The PA System? Both?]*

9.0 Traffic Management and Parking

[Is there parking onsite for visitors? If so, how much are you charging? Will you have parking attendances? What about staff and stall parking? Will you have a separate area? Are you closing the road? Have you applied for a road closure? Do you need to put diversions in place? Remember you need clear access for emergency services if they need access to the site. What about egress to the site in ad weather? Will you need 4x4 or tractors to assist people off the site? Mark clearly where parking for everyone will be on your site map. Use signage to guide people into your event. Pedestrians should be separated from vehicle movement throughout the event. Ensure that all vehicles are parked away from the main event including stall holders well before the event start time. It would be ideal to have people showing people where to park so people park sensibly.]

10.0 Severe Weather

[How could severe weather impact your event? Have you got a 'Plan B?' Or would you have to cancel the event?]

11.0 Event Cancellation

[How could severe weather impact your event? Have you got a 'Plan B?' Or would you have to cancel the event?]

12.0 First Aid

[There should always be provision of first aid at every event, regardless of size.' Who will provide the cover? What will they provide? Ensure that the first aid point is clearly marked for people to see. And make sure that the first aid point is clearly marked on the site map. For larger events a specific medical plan will need to be completed by the company providing the cover. Medical plans are aimed at providing a safe, effective, resilient service on site whilst helping to minimise the impact of the event on the NHS. Cover should be provided during set up and set down of the event. The medical team should be located at the heart of the event, near the control area. Details of the local First Responders are in the Event Toolkit.]

13.0 Safe guarding Children and Young People - Lost Child Policy

[Consider provision for children, even if the event itself is not necessarily aimed at them, as children may accompany adults. Publicity material should indicate whether the event is suitable for children and if an adult needs to accompany them; or if children under a certain age are not allowed entry. Organisers must understand that every event that involves or includes children is different. The overarching principle must always be to ensure that children are kept safe and free from harm.

Are children going to be at the event? How will lost children be dealt with? Are staff and volunteers DBS checked? Have you got a lost child point that is visible? In the event of a lost child it is NOT advisable to broadcast it over the PA system unless instructed to do so by the police. Children should not be left in the sole care of one person when found, an ideal place is the first aid area as there will always be 2 people there. No food or drink should be given to the child in case of allergies.

If a child is reluctant to go with a collecting adult, seek a second opinion, e.g. from the police. The parents/carers signature and proof of identity should be obtained and also other relevant details recorded, such as the length of time the child was away from their parent/carer.]

14. Images and videos

Consideration should be given to the photography and videoing of children and to how the images will be used. The interests of children must take priority and care should be taken to ensure that photographs cannot be used to identify and trace children, especially if there are accompanying details. Care must be taken that images cannot be manipulated on Internet sites. Where possible, ensure that parents/carers give permission or do not object to their child being photographed or filmed. It would be wise to produce a form asking parents to sign to say they are happy for images to be used on social media if you are getting all of the face in the photo or video.

Visitors to the event may well take photographs/videos and it is not reasonable to expect event organisers to police such activity. However, if concerns are raised about the actions of photographers, they should be addressed and dealt with appropriately, if necessary alerting police or security to the problem.]

15. Crime and Disorder

[The vast majority of events take place without any crime or disorder related issues. However, wherever crowds gather there is always the risk of such incidents occurring. The very fact that events are a means for the public to relax, and perhaps experience new environments, can be attractive to both opportunists and mobile organised crime groups seeking to take advantage of that relaxed atmosphere and unfamiliar location.

Organisers should establish contact with the local police planning team through the safety advisory group (SAG). If any incident happens at the event make sure it is recorded.

16.0 Fire Precautions and Equipment

[Are there any fire risks on site such as generators? How will these be managed safely? Have you let your local fire brigade know about the event? They will be able to help with a fire risk assessment.]

17.0 Firework and Pyrotechnic Management

[The use of fireworks can provide a spectacular addition at any event, but the planning required for their use is considerable. Fireworks are explosives, and of all the features of an event, large or small, they pose a risk to operators, the audience, structures and the surroundings. It is essential that these risks are managed sensibly and proportionately to ensure a safe and spectacular display.

It is almost always possible to use fireworks at an event in some way and, by suitable choice of site and the use of appropriate fireworks rigged and fired by competent people, the risks are extremely low. Nevertheless, it is important to appreciate the potential risks at an early planning stage and to ensure that they are not increased during the display by a breakdown of the control measures that have been put in place. Make sure that you receive the company's risk assessment and public liability insurance.

It is essential that a site visit is undertaken prior to the event involving the event organisers, the display company and, possibly, other bodies such as the emergency services.]

18.0 Waste Management

[Consideration should be given to waste generated before, during and after the event. How will you dispose of it all? Where will you get the bins from? Will you need to organise a litter pick? You should provide contractors or volunteers who are involved in the process and what they are expected to do. All those tidying up after the event should make sure they have all the correct equipment to ensure they are kept safe, such as gloves, litter pickers. Can NWBC help with providing and collecting the bins after your event? And litter picker bags. Contact Streetscape to find out.]

19.0 Toilets

[As part of event planning, organisers will need to consider welfare and sanitary provision for workers and members of the public at the event. Consider the number and type of toilets and washing facilities as part of an assessment of needs. Key factors to take into account include: audience size and demographics, e.g. provision of suitable facilities for children, elderly or disabled and wheelchair users attending, who may take longer to use a facility. What toilet facilities are available on site? How many do you think you will need? Who will provide them? Where will they be located on the site?

[The HSE guidelines for toilet numbers are as follows:]

For events with a gate opening time of 6 hours or more		For events opening with a gate opening times of less than 6 hours	
Female	Male	Female	Male
1 toilet per 100 females	1 toilet per 500 males and 1 urinal per 150 males	1 toilet per 120 females	1 toilet per 600 males and 1 urinal per 175 males

20.0 Catering

[Will there be any catering at your event? Who will be providing it? Do you have a good range? Have they got suitable food hygiene certificates and insurance? Make sure you get a copy of these. Will you be serving alcohol at the event? If so, you will need a license]

21.0 Temporary Demountable structures

[This could be anything from market stalls, marques, staging, grandstands and gantries. You should include details of who your supplier is. How will the weather affect the structures, at what point would they be unsafe?]

For larger structures you should ensure:

- *All suppliers will need supply you with a copy of their public liability insurance and employee certificates.*
- *All suppliers will need to provide you with the relevant risk assessments for the product they are supplying for the event.*

25.0 Lighting

[Depending on the time of day of your event you may need to install temporary lighting. Consider if lighting will need to be installed on the site? Will the event run into the evening? Make sure the lighting is set up by a competent contractor. Also think about emergency lighting, will you be able to evacuate in the dark?]

26.0 Noise Management

[The organiser of an event needs to take overall control of the noise levels at their event. They have a duty of care to know the sound levels being produced at their event and ensure they manage and control artistes and technicians to ensure that excessive levels that expose people to harm are avoided. How will this impact the neighbours, if there are any close by? Make sure it is written in the letter you send them outlining the times it will be loud.]

24.0 Insurance

[Insurance is an important part of every event, both in terms of protecting the event organiser and all those working or visiting the site/venue. It is, therefore, important to put insurance high up the organiser's priority list.

Typically, event organisers will expect a minimum of Public Liability cover from all suppliers as a condition of their contract. The absolute minimum cover should be £5,000,000 but ideally this should be at least £10,000,000. Many local authorities will require at least £10,000,000 in cover.

Have you got insurance cover the event? Who is it with? How much are they covering you for? Include insurance details in this pack.]

Appendix 1 – Site Plan and Layout

[Produce and insert a scale plan showing the layout of the site. This should include temporary structures, attractions, stall holders, assembly points, vehicle entry points, car parks, first aid point, lost child point. This will help emergency services if they must attend the event. Please see an example below:]

1	BY YELLOW & GREEN
1	Neighbourhood Watch - 6 x 3
2	Police - 6 x 3
3	Only The Sweetest - 3 x 3
4	From the Heart Bakery - 3 x 3
5	Snowy Corner - Brownies 3 x 3
6	Aunt Embs - 10 x 4
7	Mollies Munchies - 3 x 3
8	Donuts - 8 x 6
9	Really Awesome Coffee - 5 x 3
10	Mrg Superfiches - 6 x 3
11	Dorran Hall Design - 3 x 3
12	Boy Sisters - 3 x 3
13	Victoria Onekivi - 3 x 3
14	Orlando - 11 x 6
15	Polesworth Sports Centre - OUR TENT
16	Mike - Pa - OUR TENT
17	Bakers Furnace - 18 x 6
CLARE	
18	First Responders - OUR TENT
19	Dorran Activities Group/ProTact - OT
20	Chic Keepakes - 3 x 3
21	Hazel Oak - 3 x 3
22	Joyz Cafe and Gifts - 3 x 3
23	TH Dance Fitness - 3 x 3
24	Infralates - 30 x 10 + 5 x 5 (SPW)
25	Kids Buzzes Pop Up Shop - 6 x 6
RACH	
26	Reverend Dog Training - 20 x 20
27	Amy's at Home - 7 x 3
28	Bella's Boutique (Van behind Garden) 6x3
29	Auntie Liver Cake - 3 x 3
30	French Bulldog Savours - 3 x 3
31	Polesworth Garage - 17.5 x 8
EMMA MICKAY	
33	Prichard's Creations - 3 x 3
34	The Girls Brigade - 3 x 3
35	Mirror Maze - 11 x 5
36	Breast Cancer - 6 x 3
37	Glitter Bugs - OUR TENT
38	Christina Brown - Flowers - 6 x 3
39	Kingsbury Swimming Club - 3 x 3
40	Wetherhouse Utility - 4 x 4
41	Aston Villa 4 x 4



BECKY	
43	Charlie the Caterer - 3 x 3
43	Dorran Craft Group - 3 x 3
44	Arden Perrell - 3 x 3
45	Made with Love by Katrina - 3 x 3

46	VAMP Promotions - 3 x 3
47	Udderest Books - 3 x 3
48	This Mournna Cat - 3 x 3
49	Tophia Pregnancy Loss - 3 x 3

50	Polesworth Library - 3 x 3
52	Supporter's United - 3 x 3
53	POrening - OUR TENT
54	Mollie's Treat - 3 x 3
55	Swan - Book Shop - 3 x 3

56	Harrison's Treasures - 3 x 3
57	Shirley Jewellery - 3 x 3

Appendix 2 – Contact Details

[Insert contact details for all those involved in the event]

Event Management Team			
Organisation	Name & Role	Email Address	Contact Details

Contractors & Suppliers			
Organisation	Name & Role	Email Address	Contact Details

Performers/Artists			
Organisation	Name & Role	Email Address	Contact Details

Stall Holders			
Organisation	Name & Role	Email Address	Contact Details

Appendix 3 – Road Closures

[If you have applied for a road closure for your event you should include copies of the relevant orders and documentation giving you permission to do so.]

Appendix 4 – Insurance

[Include copies of the event's public liability insurance as well as copies of contactors/performers insurance certificates]

Appendix 5 – Public Address Scripts

[In the event of an incident occurring at the event it may be useful to have some scripts for public address messages so that clear and concise instructions and messages can be delivered to the public.]

Appendix 6 – Licenses

[Depending on the activities that you are undertaking at the event you may need licenses to do so, for example if you are selling alcohol. You should include copies of your relevant licenses.]

Appendix 7 – Risk Assessments

[A thorough risk assessment should be carried out to determine the risks involved with the event and any mitigation that can be put in place. You will also need to include copies of the contractors and performers risk assessments. Below is an example risk assessment.]