

# EVENTS

## TOOLKIT



North Warwickshire  
Borough Council



community  
spirit performances  
meetings team  
stalls work



## **1. Introduction**

North Warwickshire Borough Council recognises the importance of local events, and the positive impact they have on our local communities and local economy.

This Event Toolkit has been designed to provide information to all community groups, organisations and Parish and Town Councils within the Borough, who wish to arrange outdoor events on parks, or other public spaces. It provides a comprehensive list of all the information that is required to plan and organise an event safely.

The toolkit covers a diverse range of guidance sheets including risk assessments, establishing an event committee, an event management plan, key organisations that need contacting prior to the event and other important information that is crucial to organising and managing an event.

As an event organiser it is your responsibility to determine what factors you need to be adapting for your event and those you feel are not relevant. Although it is not mandatory for you to provide us with documentation of your event we do request that you contact and inform us that your event is taking place, this in turn means that we will help advertise your event on our events page on the Borough Council Website and our social media pages.

Finally, information contained within this toolkit will be available on North Warwickshire Borough Council website: [www.northwarks.gov.uk/eventtoolkits](http://www.northwarks.gov.uk/eventtoolkits)

## **2a. Pre-Planning the Event**

Detailed pre-planning is essential to ensure your event is successful from start to finish. As a guide, ask yourself the following questions:

### ***1. Where will the event take place?***

- Make sure the venue you have chosen is suitable for your event. Consider the impact the event may have on the local community such as accessibility to the venue, including car parking, whether emergency services can access the site easily. If the event is going to be held in close proximity to houses, out of courtesy it is a good idea to write a letter explaining the impact the day will have on them. (Example letter in Appendix's)
- It is important to consider who owns the land. Once you know this you must seek the owner's permission to stage the event on their land. This includes events on North Warwickshire Borough Council's recreations grounds and Parish and Town Councils. A full list of Borough Council recreation grounds can be found at [www.northwarks.gov.uk/recreationgrounds](http://www.northwarks.gov.uk/recreationgrounds). The Borough Council will ask you to fill out an application form including terms and conditions to hiring the venue.

### ***2. Who will attend the event?***

- Is the event aimed at a particular age group or types of people such as families, young people, teenagers, the elderly or disabled?
- Depending on who is your audience, this will depend on where to hold your event.

**3. When will the event take place?**

- Consider the time of year that the event will take place; consider the potential impact of adverse weather conditions particularly strong winds and heavy rainfall.
- It is also important to ensure there are no other events on or close to your event date as this will have an impact to your audience.
- The day and time of the event is very important, think about who your event is aimed at. Is the event being held at the weekend? Is it planned to go into the evening?

**4. How long will it take to organise an event?**

- Give yourself as much time as possible to organise an event. The time required to organise the event is based on the size and scale. It will also depend on funding requirements.

**5. Will you need any funding for the event?**

- Event costs are ever-increasing covering traffic management, security, insurance, toilets, first responders, marketing and much more. When planning your event, you need to ensure your budget is realistic, taking time to obtain quotes to ensure you are getting value for money. Ensure your budget accordingly from the outset so that the safety of your event is not compromised.
- If you are seeking external funding for your event, please be aware of the timelines involved in making applications. It can often take longer the first time you complete an application form, and secondly, to hear if you have been successful in your application. Most applications usually take around 8-12 weeks to receive a response.

**6. What facilities are required?**

- The committee must try and estimate the number of attendees that they expect at the event. This estimate is important as it will be used to evaluate how many toilets (if needed) and first responders will be needed.
- Provision needs to be made for lost children, missing persons and lost property. This usually tends to be at the first responder's base.

**7. Special permissions/licences required?**

- The event organiser must ensure that all relevant permissions and licenses are in place for the event. The main licensable activities are associated with supply of alcohol, and with regulated entertainment, this includes a film and performance or live music. More information to follow in the Toolkit.

**8. What insurance is required?**

- All events will require insurance; the landowner will request to see proof of this in the form of a valid insurance certificate. With regards to the level of cover, under no circumstances should it be less than £5 million pounds.
- All performers/contractors will have their own public liability. This is the event organiser's responsibility to request this from each individual company.
- If you are holding more than one event it would be easier to request insurance for all of your events, which may work out cheaper than insuring each individual event.
- We have found <https://www.ladbrook.co.uk> the best company to speak to when helping community groups get public liability insurance.

## **9. Road Closures?**

- Events which may require a road closure which fall into two categories:

### **1. Large Events**

- Carnivals, fetes, sporting events
- Professional/skilled organisers
- Anyone can attend
- Advertised widely (such as newspapers)
- Licences, risk assessments and public liability insurance is needed

For a large event you will need to complete an Application for Street Closure Order – Special events which can be found here:

[https://www.northwarks.gov.uk/downloads/download/1701/street\\_parties\\_and\\_fetes\\_downloads](https://www.northwarks.gov.uk/downloads/download/1701/street_parties_and_fetes_downloads)

### **2. Small events**

- Events such as street parties
- Self organised
- For residents/neighbours only
- Advertised only to residents
- No licences normally necessary and no selling is involved
- No formal risk assessment needed unless road closure is involved
- Insurance may be needed

If you would like a road closure for a small event, you can use the online form to let us know your plans. Please tell us about your event at least 8 weeks in advance.

A few things to think about when organising a small event:

- If you are thinking of serving alcohol at your event, you do not need a licence if it is a private party, sharing drinks with neighbours. The only time you will need a licence is if you want to sell alcohol. If you want to sell alcohol, you will need to fill out a Temporary Events Notice Form.
- If you are going to be having music at the event, you do not need a licence if it is a street party for residents, and the music is not advertised in advance to attract people.
- As a private party you do not need a licence to serve food unless you intend to sell hot food and drink after 11pm.
- To find the Street Party Toolkit please visit [www.northwarks.gov.uk/eventtoolkits](http://www.northwarks.gov.uk/eventtoolkits)

## **2b. Organising your event**

### **1. Establish a committee**

- When organising an event it is a good idea to establish an Event committee or a working group. Within this, all members should have specific responsibilities identified to make the event run smoothly and to ensure tasks are completed. Having a constituted committee will also help if you need to get larger funding for the event. For more

information on establishing on becoming a constituted group please contact Warwickshire CAVA. Contact information on useful contact sheets.

## **2. Safety Advisor Group (SAG)**

Events that require licensing have to go to a safety advisor group (SAG) to make sure that you meet all necessary safety requirements, however some events that do not need licensing still go to SAG due to the nature of the event. Safety advisory groups are made up of the following representatives:

- Warwickshire and West Midlands Police
- Warwickshire Fire and Rescue
- West Midlands Ambulance Service
- North Warwickshire Borough Council Representatives

If the licensing officer decides the event needs licensing, they will recommend a safety advisor group (SAG) meeting to discuss your event. The SAG's main functions are to advise the licensed events, and advise organisers on:

- The prevention of crime and disorder
- The prevention of public nuisance
- Public Safety
- The protection of children from harm

The remit of the SAG is to consider the plans presented by the events committee and to offer guidance on the contents and structure of event plan. Each representative can provide guidance relating to every aspect of the event, including:

- Licensing
- Fire Safety Advice
- Road safety issues
- Noise and environmental issues
- Emergency planning
- Medical facilities
- Policing and security
- Crowd control
- Attendance monitoring

If a SAG meeting is arranged for your event, they will examine various aspects of proposed event, such as:

- How many people are expected to attend?
- Does your event require road closures or other form of traffic management?
- Does the event need a contingency plan involving the emergency services?
- Does your event require a public entertainment licence or is alcohol on sale?
- Do you have adequate insurance cover?
- Is noise or any other environmental disturbance an issues?
- Do you have a risk assessment?

The aim of the SAG is to ensure all aspects of event planning have been carefully considered. By submitting your event to the SAG and taking action on the advice provided you will ensure greater safety of those attending the event and prevent unnecessary inconvenience to the community. Future sustainability of events can be greatly improved by following the advice of the SAG to ensure events are properly and professionally executed from the beginning, and therefore have a positive impact on the local community and the county.

### **3. *Develop an 'Event Management plan'***

As the event information is being put together it is highly recommended that you develop an Event Management Plan. This records all the information linked to planning and delivery of the event. Here is some of the information it will include; site plan, emergency plan, key contact numbers, lost child procedure and much more. An example Event plan template is in the appendix. You will need to fill out each section of the plan. Some details may not be applicable to the event so please fill out what you need.

### **4. *First Aid Provisions***

An appropriate level of first aid and medical provision should be present at an event. The extent of this will depend on the size and nature of the event. With this in mind it is best to contact the appropriate services and voluntary groups to ask for their advice. Further information in pack.

### **5. *Lost persons procedure***

You will need to have a lost person's facility at the event; this is an important factor irrespective of the size of the event. Usually the best place for this to be located is with the First Aid tent. Only leave it 10/15 minutes if the person has still not been found to make contact with the police. More information is later in the pack.

### **6. *Equipment***

Depending on the nature of the event you may require some temporary structures. Typical examples include staging, gazebos, tents, seating. The first port of call would be to contact the Borough and Town and Parish Councils to see if they have any equipment you could utilise, and or local community groups that you know of in the area. If they are unable to help you may wish to purchase or hire some equipment. If you are running annual events it will be beneficial for you to look at purchasing equipment, this equipment could be added into a funding bid.

### **7. *Decide whether you require catering facilities?***

If your event involves the sale of food you need to ensure if you book any caterers, that they have been licensed by the Borough Council, and ask to see their food hygiene certificate and risk assessments.

### **8. Toilet Provision**

It is the committee's responsibility to ensure adequate toilet provision is provided for the number of people that are expected to attend the event. The Health and Safety Executive make the following recommendations:

| <b>For events with a gate opening time of 6 hours or more</b> |                                                   | <b>For events opening with a gate opening times of less than 6 hours</b> |                                                   |
|---------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------|
| 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 |

Please note these are only guidelines to the minimum number of facilities required, and actual provision should be determined by factors such as the type of event and event duration. It is also worth remembering to make sure toilet rolls and hand sanitizer are well stocked at all times during the event.

### **9. Stewards/Marshalls at your event?**

This is normally volunteer's that are on your event committee. But you may have some extra volunteers that may offer their services just on the day of the event. All marshals should be fully briefed of their role before the event, this can be done on the day of the event.

### **10. Uniform/Communication**

It is vital that all members of the team are clearly identifiable to the public at your event. Communication between the team is also very important. The best way to do this is through radios with mobile phones as a backup. Contact NWBC's Community Development Team if you would like to borrow radios for you event (Number can be found in useful contacts).

### **11. Crowd control measures?**

The type of event and the numbers you are expecting to attend will determine the measures needed and the type of the event you are planning. Remember that your main consideration should be for the safety of people on site throughout the duration of the event. If you are having a performance area you could have barriers in place or stacks with bunting to show the area.

### **12. Have you made provision for disabled people?**

Arrangements should be made to ensure disabled visitors have adequate access to the event including parking, toilets, and specific viewing areas so people can enjoy the event.

### **13. What security measures should be in place?**



Depending upon the nature of the event, specific security arrangements may be necessary. You may need security if you are setting up the night before or depending on the event you may need them to be at the event while it is on.

**14. Does your event involve working with performers?**

If your event is having performers, make sure that anyone performing has their own insurances and risk assessments.

**15. How are you going to clear up during and after the event?**

Arrangements will need to be made to make sure all rubbish clearance both during and after the event is taken away and the site is left clean and tidy. This can be part of the volunteers jobs to make sure all areas of the event are clean.

Where possible it is best to have bins in and around your event, contact NWBC's Streetscape team to borrow some bins for your event. (Details on contact sheet).

**16. How are you going to promote your event?**

Promotion is key to making your event a success. There are many ways in which you can raise the profile of your event. You should consider local radio stations and newspapers to help publicise the event. Other great ways include putting flyers o local shops, village/town newsletter and websites, social media pages, door to door leaflet drop, Borough & Town council websites. Remember, to get permission before putting up banners and leaflets.

Love or hate it social media is one of the best ways to promote your event, as that is where most of us spend our time! Facebook is more then likely going to be the place for your main profile. You can create an event page and share on to local pages. Creating an event page means you can add all of the details on including selling tickets if needed. Updating the page regularly keeps the interest of your audience. Also get the help from the audience that have liked or bought tickets for the event. Encourage them to promote the event to friends and family. Don't stop at your guests, your performers, stall holders, speakers also have an invested interest in promoting your event. You can involve them in your promotion efforts, by showing videos or photos.

**17. Schedule of events**

It is always good to let your audience know the schedule of events prior to and at the event. You can get some A5 flyers done with this on, and volunteers can hand them out as people arrive at the event as well as promoting on social media links, websites and any papers.

**18. Stall holders/performers**

If you arranging stall holders and performers for your event make sure that you give clear instructions on timings, the area they are being given, where to park etc. Example emails are in appendix.

**2c. Final preparations**

Once all planning and event organisation has taken place, it is vital that final checks are conducted prior to the event. Below are some points you may want to think about.

**1. Routes**

Ensure that there is clear access to and from entrances and exits and ensure that emergency vehicles can access the site at all times should they need to.

**2. Site Plan**

It is a great idea to design a site plan for the event, to make sure all attractions are all correctly located; it will also need to go into the Event Management Plan. And you may also wish to let the people that are attending your event know where they will be located. You can do this using Google Maps.

Emergency service, the SAG and Borough Council will request to see the site plan prior to the event.

**3. Promotion**

Keep on top of promotion close to your event, the last few days prior to the event is very important.

**4. Volunteers**

Make sure that all volunteers have seen the Event Management plan before the event.

Having a briefing before the event is also key to make sure that people know their individual or collective responsibilities throughout the day. You may wish to have a timetable if volunteers are doing different jobs during the day.

**5. Marking out the site**

It is a good idea to go and mark out the site with spray paint a day or two before the event so it is easier to point people in the right direction of their space on the day. This way you can have someone on the entrance point welcoming people to the event and marshals dotted around the space in specific areas so that you can direct people easily.

**6. Set up time**

It is important to allow sufficient time to set up your event. Ensure that you give specific instructions to all people associated with your event such as marshals, performers so that everyone is aware of when they are required at the site. Example emails to performers/stall holders is in appendix.

**2d. During the event**

**1. Tasks for volunteers**

Ensure that all volunteers have roles on the day. This may include checking on stall holders or performers, manning an information tent, car parking duty.

**2. Make observations during the event**

One of the main tasks for the event organiser themselves and volunteers are look and listen during the event.

- Make observations about how well things are going
- Are the attendees enjoying themselves?
- Is the site set out right for the event?
- Is the team struggling?

Use your phone or a note pad to write any observations you have, it will help you to remember what happened more accurately.

### **3. Take photos/videos**

It is really useful to take photos/videos at your event, you can use them afterwards to publicise your activities, and people often like to see photos of their community having fun together. However, you should make sure the people you are photographing know they are being photographed and understand how the images will be used. Remember that people might have their own reasons for not wanting themselves or their children to be photographed, and it is important to respect this.

You can take photos of the overall event which doesn't show people's faces close up.

Check if there is local photographer in the community that would like to come and help you on the day. It may be someone that it is just interested in taking photos

### **4. Event Evaluation**

It is important that you evaluate the success of your event if you plan on organising future events. A thorough evaluation of your event will help you understand the following:

- What worked well
- What didn't work so well
- How well your marketing efforts were
- Whether you met the expectations of your attendees

You can capture this information by asking volunteers to go around the event with an event evaluation card asking simple questions. At some events you will be unable to ask everyone depending on the size of the event but it is worth volunteers walking around the event the last couple of hours to capture people's opinions, which can be completed on a simple printed out evaluation card

## **2e. After the event**

*Once the event has finished the event organiser and volunteers still have some duties to undertake.*

### **1. Thank you's**

Thank all of the stall holders, performers, Dj's and anyone else that has attended your event. Building good relationships with these people will help if you wish to plan more events in the future.

## **2. Site condition**

After the event has finished ensure it is left as you found it. Include litter picking, closing gates if needed. Also make sure there is no damage to the site. If there is make sure you report it to the owner.

## **3. Event Debrief with volunteers, stall holders and performers**

After an event, it's tempting to pat yourself on the back and begin planning for the next. But without properly digesting and debriefing the previous event, mistakes, opinions, and valuable information will slip through the cracks.

Don't let hindsight hit you with a painful (and avoidable!) lesson. Do your event debriefs.

A successful event debrief will tell you what went right, what went wrong, and how to use it for next time. Here are a couple of things to think about:

- Go through the evaluations you did with the attendees of the event
- Did you meet the objective of the event?
- What went well?
- What didn't go so well?
- What can you make better next time?

## **4. Share pictures on social media/local newspaper/village magazines**

People love to see pictures that have been taken at events, it's also a great way to say thank you for supporting your event. If you are posting on social media you can also create a informal poll to see what people thought about your event, it will capture those people that didn't do that evaluation on the day.

## **5. Start organising your next event!**

## **In-depth information Licensing, Safeguarding, Risk Assessments and checklists**

### **3a. Licensing**

*The law requires a wide variety of entertainment events including musical, theatre and events involving alcohol to be licenced by North Warwickshire Borough Council for reasons of safety and to protect people from nuisance such as noise.*

#### ***What are licensable activities?***

The main licensable activities relating to events are:

1. Sale by retail alcohol
2. Provision of regulated entertainment
3. Provision of late night entertainment

#### ***Why do we need a license for these activities?***

1. The prevention of crime and disorder
2. Public safety
3. The prevention of public noise
4. The protection of children from harm

#### ***What is Regulated Entertainment?***

Regulated entertainment is any of the following which 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
- Any playing of a record
- Performance of dance

It is important to remember that not all events need a licence so when you have decided what to do your event, talk to the Licensing Officer at the Council to find out whether you will need to apply. Do this as soon as you can because licensing staff will need time to deal with your application when it is returned.

Linked to the licensable activities listed above there are two main types of licenses you may need:

**Premises Licence** - A premises licence will be required under the Licensing Act 2003 if it is intended to carry out licensable activities at premises (including open air events). The licensable activities are:

- Retail sales of alcohol (and supply of alcohol in clubs)
- Regulated entertainment
- Provision of late night refreshment

An application for a Premises license can be found here <https://www.gov.uk/apply-for-a-licence/premises-licence/north-warwickshire/apply-1>

**Temporary Events Notice (TEN)** - Temporary Event Notices may be given for carrying out licensable activities on a temporary basis - for example, a 'one off' or occasional event. The licensable activities are:

- Retail sales of alcohol (and supply of alcohol in clubs)
- Regulated entertainment
- Provision of late night refreshment

A temporary event notice (TEN) is required if you wish to hold an event, involving less than 500 people, at which one or more licensable activities will take place that are not authorised by an existing premises licence or club premises certificates.

A TEN is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours or 7 days.

To apply for TENS please visit <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/north-warwickshire/apply-1>

### **Other activities that may require individual licenses**

#### ***PRS License***

You will need to get a licence if you:

- Playing recorded music in public (including background music on a CD, radio or music channel)
- Stage live music events in public (for example, a concert or festival)
- Play live or recorded music in a theatre
- Use sound recordings in a theatrical production (including on-stage and off-stage effects)

To apply for a PRS licences go here <https://www.gov.uk/licence-to-play-live-or-recorded-music>

The licence you need is called 'TheMusicLicence'.

#### ***Raffle or tombola***

You do not need a licence if you hold a raffle during a dance or similar social event and sell tickets only to those people present at that time and the draw takes place before the end of the event. Similarly, you do not need a licence if you hold the usual draw or sweepstake in the workplace (e.g. for the Grand National) providing you only sell tickets to your fellow employees.

You will certainly need to register however, if you intend to raise funds by selling tickets prior to the event, to members of the public. This is called a Societies Lottery Registration.

You can download a lottery licence application form here [https://www.northwarks.gov.uk/info/20102/licensing/14/other\\_licensing/4](https://www.northwarks.gov.uk/info/20102/licensing/14/other_licensing/4)

There is a statutory fee for initial registration and a further annual fee, payable on the 1st January of each year until you cancel the registration.

### ***Exhibition of animals***

If you are planning an event that includes the exhibition of animals for entertainment purposes (e.g. birds of prey display, alpaca's, donkey's etc.) please consider they may require a licence.

While making a booking the exhibitor should be asked if they hold one of the following:

1. A license under the Zoo Licensing Act 1981
2. A license under the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018

If you require any further information please contact [environmentalhealth@northwarks.gov.uk](mailto:environmentalhealth@northwarks.gov.uk)

### **3b. First Aid Cover**

*At any event it is the responsibility of the organisers to ensure that all attendants and volunteers are kept safe throughout the event. Dependant on the amount of people at the event will determine the first aid cover required.*

#### **Cover**

If there is going to be small attendance at your event than having a volunteer who is first aid trained may be sufficient. However, listed below are the factors that can determine whether professional first aid cover is required.

- Estimated number of attendance
- Nature and type of the event and entertainment
- Location and type of venue
- Duration of event
- Seasonal/weather factors
- Additional activities and attractions
- Range of possible major incident hazards at or associated with the event.

West Midlands Ambulance Service (WMAS) will be able to assist you when you are deciding how many first aiders you require at the event. WMAS require a medical plan for all major events within the borough. By producing this, the ambulance service knows that cover will already be present if there were a major incident. Without the sufficient amount of first aid cover at your events, your **INSURANCE** can be **INVALID**. If you want to book Community First Responders at your event you will be required, you to fill out an 'Initial Event Medical Specification Request Form' which can be found in the Appendix.

The Community First Responders attend events to provide First Aid Cover; they will also be able to provide you with Medical Plan for your event. The First Responders will be hand throughout your event. They rely on public donations to keep this vital service running.

Please note, if you are holding a small local fete, garden sale or any event of this nature you are not required to send a plan to WMAS. This is for larger events with large attendance. Contact [David.levesley@wmas.nhs.uk](mailto:David.levesley@wmas.nhs.uk) for more information.

### **3c. Safeguarding**

When organising an event you need to make sure that you have correct procedures in place and trained/qualified persons to take responsibility for this area, in case there is an incident with a child or vulnerable adult. At your event you should have a clearly marked area, where the lost child point is., this is usually with the first aid tent.

#### **Lost Child**

If a child goes missing during an event, you should follow this procedure:

- Organise all volunteers to conduct a search of the surrounding area allocating each individual to a specific area; request all those searching report back within a short time, this will be dependent on the size of the area being searched.
- If the child cannot be found after 10/15 minutes of searching, then the Police must be informed.
- Follow police guidance if further action is recommended and maintain close contact with the police.

### **3d. Event Risk Assessment**

A full detailed should be carried out for your event. When undertaking risk assessment, ensure more than one person looks through the completed form as people have different views and perceptions of risk. This is important as it can help to highlight different hazards. The following guidance will help you to complete the risk assessment form in the appendix. This form follows the principles and guidance advocated of North Warwickshire Borough Council.

#### **1. Identify a hazard**

When considering the main hazards it is important to consider the full scope of your event. Remember that **a hazard is something with the potential to cause harm**. The following types of hazards should be considered:

- Any slipping, tripping or falling hazards linked to your event
- Weather conditions
- Vehicle movement on site
- Emergency services access
- Large volumes of people
- Activity provider competency

#### **2. Who might be harmed and how?**

For each hazard identified, you must list all the people who may be affected. There is no need to include people's individual names - instead just record their role within the event. In particular, the following groups of people should be taken into account:

- Members of the public – including children, elderly people, disabled people, volunteers
- Vendors, exhibitors and performers

#### **3. What are you doing to ensure people are not at risk?**



In this section you should identify what you have in place to ensure that volunteers, individuals and visitors are not at risk. An example for this would be: Ensure that all trailing cables are either placed under rubber matting. Volunteers to check before the start of the event and to monitor during the event.

**4. How to calculate the risk score**

In this section you need to think about what the likelihood and severity is, of the hazards causing harm. Use the below formulae to calculate this.

The likelihood is the chance that somebody will be harmed at your event by the hazard identified. Below is a table that will help you to identify the likelihood.

| Level | Likelihood criteria |
|-------|---------------------|
| 1     | Very unlikely       |
| 2     | Unlikely            |
| 3     | Possible            |
| 4     | Probable            |
| 5     | Definite            |

Once the likelihood of the hazard has been assessed, it is important to determine the potential impact of the hazard. Below is the table that will help you to identify this.

| Level | Hazard rating             |
|-------|---------------------------|
| 1     | Very minor or no injury   |
| 2     | Minor injury (e.g. a cut) |
| 3     | Serious injury            |
| 4     | Major injury              |
| 5     | Single or multiple deaths |

Based on the categories you award for the 'likelihood of the hazard', and the 'impact of the hazard', you can then undertake a simple calculation as follows, to calculate the overall risk category score.

$$\text{'Likelihood' X 'Severity' = 'Risk Category Score'}$$

Once you have completed your risk assessment, you will need to add it into you Event Management Plan.

#### **4.Planning and Organisation Checklist**

*This checklist and associated timescales shown below are typical for larger events and require detailed planning. This is merely intended to act as a guide- as the toolkit has shown, the nature and size of your event will impact upon the length of time needed to organised your specific event.*

➤ **Pre planning (this could be 12 months in advance if planning a large event)**

Identify the site where your event will be held, also the dates and time

Apply to the Council, Parish, Town Council to use the land

Book First Responders for your event

Establish an event budget, within this identify and write a funding bid if needed

Investigate insurance requirements for your event

Establish if you require specific licenses for your event (i.e. PRS license, road closures,) and make an application where necessary

➤ **Organising (this could be 6-9 months in advance of the event)**

For larger events appoint a committee

Appoint an Event Organiser

Obtain quotes for Public Liability Insurance and obtain adequate cover

Start producing an Event Plan

Talk to key agencies such as Fire and Rescue, informing them of your plans, they may even want to come along!

Check availability of major hirers (PA systems, generators) and performers you would like to attend your event

Start looking at producing leaflets for your event, setting up Facebook event Pages

Order banners and any cortex boards you need

➤ **Confirming (this could be between 3 to 6 months in advance of the event)**

Confirm all bookings with stall holders, performers, contractors and all  
Insurance documents from them if needed  
Confirm insurance for the event

Source equipment needed, such as table, tents, etc.

Book toilets if needed

➤ **3 months prior to the event**

Begin to raise the profile of the event through appropriate marketing channels including  
social media, newsletters, leaflets, local newspapers etc.

Complete Event Plan

➤ **2 months prior to the event**

Complete risk assessments

Continue to advertise the event

➤ **1 month prior to the event**

Confirm all performers, stall holders as to what time you require them on site on the day of  
the event, including where to park, what entrance to use etc.

Continue to promote the event, including showing your audience who will be attending the  
event

Ensure you have all the equipment you need

Ensure all volunteers have seen the Event Plan, and tell them times and roles for the day

➤ **Day or two before the event**

Mark out the site for the event

Ensure all radios are charged and working

Make sure you have a folder with your Event Plan in and all key contacts for the day

Contact volunteers to confirm times for the day

➤ **Day of event**

Arrive early to make sure that all equipment is set up and signage is up

Complete event safety check

Brief all volunteers on their duties and responsibilities for the day

Enjoy the day! 😊

#### **4b. Event Safety Checklist**

*This checklist can be used by the Event Organiser in the lead to, on the day and on completion of the event. It is designed to ensure that the Event Organiser is completely satisfied that all fundamentals are in place so that the event can take place safely.*

#### **PRE-EVENT**

|                                                                                                            | <b>TASK COMPLETE</b> |
|------------------------------------------------------------------------------------------------------------|----------------------|
| <b>ACCESS/EGRESS</b>                                                                                       |                      |
| Site entrance and exit points clear                                                                        |                      |
| Emergency services can gain access in and out of the site                                                  |                      |
| Ensure there are no vehicles or objects blocking walk ways, entrances or exits                             |                      |
|                                                                                                            |                      |
| <b>SITE APPEARANCE</b>                                                                                     |                      |
| The site is free from hazards as identified in the risk assessment                                         |                      |
| The site appears in good condition                                                                         |                      |
| The site is sufficient for the event                                                                       |                      |
|                                                                                                            |                      |
| <b>TEMPORARY STRUCTURES/HIRE OF EQUIPMENT</b>                                                              |                      |
| Relevant equipment is fenced off e.g. generators                                                           |                      |
| All temporary structures are in place as identified on the site plan                                       |                      |
| Are all structures safe                                                                                    |                      |
|                                                                                                            |                      |
| <b>HEALTH &amp; SAFETY</b>                                                                                 |                      |
| All appropriate signage is in place                                                                        |                      |
| First Aid and Lost Children is clearly identifiable                                                        |                      |
| The control centre is in place                                                                             |                      |
| Volunteers have been briefed of responsibilities                                                           |                      |
|                                                                                                            |                      |
| <b>SITE CLEAN UP</b>                                                                                       |                      |
| All visitors have left the site                                                                            |                      |
| All temporary structures have been dismantled                                                              |                      |
| All temporary signage has been removed                                                                     |                      |
| All vehicles and equipment belonging to stall holders have left the site and taken their rubbish with them |                      |
| All litter has been cleared and the is how you found it                                                    |                      |
| All gates have been locked if needed                                                                       |                      |

## **Appendix**

### **1. Useful Contacts**

Warwickshre CAVA  
[nwinfo@wcava.org.uk](mailto:nwinfo@wcava.org.uk)  
01827 718080

Community Development – North Warwickshire Borough Council  
[communities@northwarks.gov.uk](mailto:communities@northwarks.gov.uk)  
01827 719317

Streetscape – North Warwickshire Borough Council  
[customerservices@northwarks.gov.uk](mailto:customerservices@northwarks.gov.uk)  
01827 715341

### **2. Event Management Plan**

Please find attached the Event Management Plan at the end of this document.