



**(Sussex) Local Authority Resilience Partnership - Events  
(LARP Events)**

**Event Planning Guidance  
for  
Event Organisers  
V1.0**

**Not Protectively Marked**



## VERSION CONTROL

<b>Version and draft status</b>	V1.0 Approved SRF DG 03.03.21	
<b>Author(s)</b>	Paul Collard EPM Mid Sussex District Council Chris Scott RET Advisor West Sussex County Council	
<b>Primary reviewers</b>	Reviewer Name, Organisation Reviewer Name, Organisation Reviewer Name, Organisation	
<b>Intended audience</b>	Category 1 and 2 Responders in Sussex, Local Authority Licensing and Event Organisers	
<b>Delivery Group sign off date</b>		
<b>Document date</b>	04.03.2021	
<b>Review date</b>	04.03.2022	

Version Number	Purpose/Change	Author	Date
0.4	Draft - Review	Paul Collard	28.07.20
0.5	Draft - Review	Paul Collard	11.08.20
0.6	Appendix J links updated Added new appendix K Sussex Local authorities with links to Event pages	Paul Collard	03.02.21
0.7	Additional contacts section to Appendix A (Andy Gaffney Appendix L CoVid checklist (remove when back to BAU)	Paul Collard	11.02.21 03.03.21

## INTERDEPENDENCIES

This plan links to other SRF documents and should be read alongside them at the relevant points:

Other SRF document/plan	Cited at
Sussex Emergency Response & Recovery (SERR)	Whole plan

## DOCUMENT CHANGES (FINAL VERSION)

Change	Requested by	Amended by	Page/Section

## CONTENTS

<b>1</b>	<b>Introduction .....</b>	<b>4</b>
<b>2</b>	<b>Event Application Process .....</b>	<b>4</b>
2.1	Safety Advisory Group (SAG).....	5
<b>3</b>	<b>The role of the Event Organiser .....</b>	<b>6</b>
<b>4</b>	<b>Planning the event .....</b>	<b>6</b>
4.1	Pre-Event.....	6
4.2	Organising the Event .....	7
<b>5</b>	<b>Final Preparations .....</b>	<b>10</b>
<b>6</b>	<b>During the event.....</b>	<b>10</b>
<b>7</b>	<b>After the event .....</b>	<b>11</b>
<b>8</b>	<b>Further Guidance .....</b>	<b>11</b>
	<b>Appendix “A” Local Contact Numbers.....</b>	<b>12</b>
	<b>Appendix “B” Suggested format for the Event Safety Management Plan .....</b>	<b>13</b>
	<b>Appendix “C” Statement of Intent .....</b>	<b>16</b>
	<b>Appendix “D” Safety Advisory Group.....</b>	<b>17</b>
	<b>Appendix “E” SAG Checklist .....</b>	<b>18</b>
	<b>Appendix “F” Medical Risk Assessment Tool.....</b>	<b>20</b>
	<b>Appendix “G” Notes on Risk Assessment.....</b>	<b>23</b>
	<b>Appendix “H” Sample Risk Assessment .....</b>	<b>24</b>
	<b>Appendix “I” Health &amp; Safety Policy.....</b>	<b>26</b>
	<b>Appendix “J” Further Guidance.....</b>	<b>28</b>
	<b>Appendix “K” Sussex Local Authorities .....</b>	<b>29</b>
	<b>Appendix L – CoVid Events checklist .....</b>	<b>30</b>

## 1 Introduction

This document has been produced by the SRF Local Authority Resilience Partnership (LARP) 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.

It should be read in conjunction with the Health & Safety Executive [Guidance on running events safely](#) and the other further guidance links at [Appendix J](#)

### **CoVID – 19 Specific Guidance**

**In the current CoVID-19 situation event organisers must be mindful of and adhere to all current government legislation and guidance around planning for an event. This includes whether the proposed event can actually go-ahead under current guidelines and above all how the event will be managed following current social distancing measures.**

See [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

## 2 Event Application Process

You will need permission from your local council to hold an event on Council owned Parks, Countryside sites and car parks (this includes filming). Please contact your local council or search their website for further information.

To organise an event, please complete the Outdoor Event Application Form which will be found on your local councils' website.

Once your event notification is received you will be contacted on whether a Safety Advisory Group will need to be held in relation to your event.

**It is recommended that you apply at least six months in advance to ensure the event is properly planned and that licenses and road closures notices (if necessary) are obtained. In some cases, for very large events, 12 months' notice would be recommended.**

### Example timetable of actions:

Months before event -at least	Action	By whom
Six	Apply for permission form your LA	Event sponsor/promotor
Five	Date of SAG confirmed	SAG SPOC
Four	Event management plan received	Event organiser sends to SAG SPOC who disseminates to SAG
Three	SAG held- decision if event likely to proceed (substantial finding)	SAG
Two	All minor matters to be resolved	Communication between event organiser and individual member of SAG via SPOC
Two	SAG process completed	SAG SPOC
One	Event Liaison Team (ELT) established	Event organiser

## 2.1 Safety Advisory Group (SAG)

The Safety Advisory Group (hereafter referred to as the SAG) exists to consider plans presented by the organisers of the event and offer guidance on the content and structure of the Event Management Plan (hereafter referred to as the EMP). It is not the role of the SAG to assist in the planning of the event or the writing of the plan. The purpose of the SAG is to offer suggestions, comments and guidance in order to help organisers discharge their responsibilities safely. The members of the SAG will not accept or adopt any of the responsibilities of the organiser and will act in an 'advisory capacity' only.

When you have completed the Event Management Plan, you should send, preferably electronically, a copy to the Events Team at your Local Authority, who will distribute it to the SAG for their consideration. You may be invited to attend a SAG meeting to present your plan and to hear the joint views of the various interested statutory agencies. Meetings may take place virtually (video teleconference or by email exchange).

Although all comments and observations made by the SAG 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 comments or do not agree with them, you should always discuss this with the Group at the meeting. **Should you choose not to accept the advice of the SAG, then your insurers need to be made aware of that fact as this may affect your insurance arrangements for the event and this may also affect the terms and conditions of any licence issued for the event.**

Each Local Authority has a SAG that includes representatives from the following organisations: -

- Local Authorities
  - Emergency Planning
  - Environmental Health
    - Licensing
    - Noise
    - Air Quality
- Police
- Ambulance Service
- Fire Service
- NHS Commissioners or Provider Trusts

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 SAG can be found at [Appendix D](#). A checklist of issues that will be considered at a multi-agency SAG meeting at attached at [Appendix E](#)

### 3 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/landowner.

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 Safety Management 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"](#)). In the case of larger events the organiser should consider the appointment of an experienced "Safety Officer" or similar safety related role to assist the organiser understand and deal with safety related concerns.

The event organiser/licence holder will 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.
- Adopt a risk-based approach to event management, and produce risk assessments as appropriate
- Organise/attend planning meetings
- Have clearly defined command and control procedures
- Submit all risk assessments for the event ([see Appendix "G"](#))
- 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 Management Plan in consultation with the key agencies
- Have due regard to the safety comments of the Safety Advisory Group (see section 4.0)
- Facilitate any site visits requested by the SAG.

### 4 Planning the event

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

#### 4.1 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 and engage with them where necessary.
- **When?**  
Consider the time of year, including the consequences of extreme weather or environmental conditions (during summer & winter) 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 and the event audience profile which will consider particular groups or types of people that the event is aimed at, such as young children, teenagers, the elderly or disabled?
- **What?**  
Similarly decide on the type of activities to be held. Will there be any specific hazards such as animals, moving vehicles or water sports? Is the event a dance event for a particular age group or seated concert?
- **Specialist equipment?**  
Do the activities involve the use of any specialist equipment such as, inflatables, rides, bungee jumps, pyrotechnics etc.?
- **Welfare arrangements?**  
Consider the estimated number of attendees to the event and its duration. Are the attendees familiar with the site / event? Are the toilet arrangements sufficient? What about the provision of drinking water, refreshments or other facilities such as baby changing or showering facilities for campers?
- **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). Consider the use of specialist event medical providers. [Appendix F](#) will assist organisers to understand the level of First Aid provision on a risk-assessed basis).
- **Security, Marshalling, Stewarding**  
Consider how you will manage your crowds and keep them safe. Will you employ an outside contractor or rely on volunteers?
- **Emergency Procedures**  
Most events whatever their size generally go ahead well managed and safely. But you must consider how you will manage and emergency such as Fire, structure collapse, crowd surge, or bomb call for example. You will need to produce an Emergency Plan detailing the procedures to follow for each eventuality. (see below)
- **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. You must also engage with the local community and give due consideration to noise levels, access to the site, operating hours and suitable signage.

Consideration should be given to producing separate documents, for example “Stewarding Plan” “Medical Plan” if not appropriate to be contained within the full EMP as appendices.

## 4.2 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 and should be included within the EMP, where it is agreed that the event meets the SAG criteria. Detail of what may be needed for your event will become apparent following discussions with the Local Authority and Emergency Services, whether or not the event is considered by a SAG.

- **Establish an Organising 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 both prior to, during and immediately after the event. Consider the resilience of the team and make the necessary arrangements for a prolonged event or one that is spread over a number of days.

- **Liaison**

Events meeting the SAG criteria will require liaison with the local Police, Fire Service, Ambulance Service, NHS, Local Authority and any other providers of services for the event, generally initiated through the SAG (see 2.1 above)

- **Event Management Plan (EMP)** See [appendix B](#) below

- **Site Plan**

Draw up a site plan identifying the position of all the intended attractions and facilities. Plan and designate the entrance and exit points, circulation routes, vehicle access & egress and emergency services access routes that should be separate from public routes.

- **Emergency Plan**

A formal plan should be established to deal with any emergency situations that may potentially arise during the event, for example:

- Fire
- Structural Collapse
- Outbreak of disease or infection
- Adverse weather
- Bomb calls or threats of violence from groups or individuals
- Site evacuation for any reason.

The complexity of the plan 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 NHS 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. Visual guides, such as flow charts or maps will assist with this. 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 must detail the need for clear and appropriately sited signage indicating 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 of and width of exits, the positioning of barriers and the need for a public address systems / megaphone etc. Ensure that the identified site is suitable and large enough to accommodate the planned numbers attending the event. Further information can be found on the [HSE website](#)

- **First Aid and Medical Provision**

The event organiser needs to minimise the effects of an event on the healthcare provision for the local population and, wherever possible, reduce its impact on the local NHS facilities and



ambulance service. First Aid provision must take account of this and event organisers should ensure that appropriate medical, ambulance and first-aid provision is available for all events, whatever their type and size. The plans for first aid and medical provision for the event should be formulated in liaison with the relevant agencies.

- **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 Service/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 firefighting 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**

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. Unplanned and uncontrolled access and egress to a site can result in a serious accident. Traffic control both inside and outside the site should be discussed with the 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 as the process can take some time.

Other matters that will require to be addressed are: -

- Get in, setup, build
- Temporary Structures
- Catering, merchandise traders, bars
- Arrangements for fuels used by providers
- Stewards (numbers, type, qualifications etc.)
- Numbers attending
- Lost and found children
- Provision for those with special needs
- Security 24/7 Site open & closed
- Communications on site
- Traffic Management (including on and off site signage)
- Contractors
- Performers
- Facilities, utilities and welfare
- Contingency plans (including cancellation policy and procedure)
- Clearing up
- Advertising and promotion of the event
- Arrangements for ticket allocation, sales and distribution
- Engagement with the communities who may be impacted by the event
- Management of volunteers
- Waste & recycling

### **Risk Assessment**

All hazards presented on site should be assessed and managed in accordance with recognised management systems. Taking all the above into consideration, you should establish which specific hazards require individual risk assessment. Initial assessments

should be undertaken ([see appendix G](#)) which result in documented Risk Assessments, and any remedial action specified in the updated event plan. A timescale should be specified where necessary. For further help and guidance visit the [HSE website](#)  
For Medical risk assessment ([See appendix 'F'](#)).

## 5 Final Preparations

Just prior to the event, a detailed safety check will have to be carried out onsite. This should be attended by interested parties and 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. If different change the plan. Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place. Check waste & recycling bins are in their correct locations.
- **Signage.** Ensure adequate signage is displayed, both on and offsite, where necessary. This should include emergency exits, evacuation routes and muster points, first aid points, fire points, information and lost/found children points and other welfare facilities such as toilets and drinking water, areas of 'shade' if required.
- **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. No vehicle movements should be permitted during the event unless absolutely necessary. If a vehicle does need to move for any reason it should be escorted through the public areas by a competent steward at walking pace.
- **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. All such certificates must be retained in a file within event control and be available for inspection at any time.
- **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, been briefed as to their role 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 event 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 During the event

- Adequate and agreed / appropriate event control arrangements. (This may require a multi-agency on-site for very large events.)
- Regular safety checks by a designated safety officer 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 are 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 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. If any structures are left overnight, it must be ensured they are left in a safe condition and are secure from vandalism etc. Consider overnight security cover.
- **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 (particularly where any incidents have given rise to any safety concerns) so that any lessons identified can be addressed and become lessons learned. 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 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"

## Appendix “A” Local Contact Numbers

(To be completed by Local Authority)

Name	Organisation	Phone	Email

### Event Single Point of Contact – Sussex local authorities

Organisation	Name	Phone	Email
Mid Sussex District Council	Paul Collard	07702 477705	<a href="mailto:sagevents@midsussex.gov.uk">sagevents@midsussex.gov.uk</a>

## Appendix “B” Suggested format for the Event Safety Management Plan

The event safety management plan should provide a comprehensive overview to all the planning aspects for the event and should include the following detail:

- **Introduction detailing:**
  - Background to event
  - Event synopsis
  - Event timetable
  
- **Event Management detailing:**
  - Event safety policy statement
  - Organisational chart with key contact details
  - Levels of safety responsibility
  - Statement of intent
  - Liability Insurance
  - Cancellation Insurance
  - Structural and Electrical sign off certificate
  
- **Event Risk Assessment**
- **Specific details of the event including:**
  - Venue design
  - Structures
  - Audience profile
  - Event capacity
  - Communications
  - Concessions
  - Alcohol licencing
  - Challenge 25 scheme
  - Contractors
  - Electrical
  - Welfare issue to include: toilets, refuse, water, shade? etc.
  - Fire precautions
  - First aid
  - Special effects/pyrotechnics etc.
  - Access and exits
  - Music levels, bass levels, noise levels measurements etc.
  - Lost/found children
  - Vulnerable persons
  - 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;
  - Security Staff,

- **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;
  - Suspect packages;
  - Terrorism;
  - Structural failure;
  - Crowd surge/collapse;
  - Crowd disorder;
  - Lighting or power failure;
  - Weather, e.g. excessive heat/cold/rain/wind;
  - Event cancellation policy
  - Warning & Informing attendees

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
- 
- **Medical Plan detailing:**
    - the medical plan should give outline details of the event and the resource assessment from the medical risk assessment.
    - the name and roles of the provider(s)
    - the name of the medical manager, their contact details and other relevant contact information

- details of medical and first-aid provision (staffing/facilities)
- the intended receiving hospital(s) for casualties from the event, along with confirmation that they have been advised of the event (if appropriate)
- details for patient documentation
- arrangements with local Ambulance Trusts.
- details of the local receiving hospital(s) for casualties from the event, along with confirmation that they have been advised of the event (if appropriate)
- Command, control and communications arrangements
- Major Incident arrangements as per the Event Emergency Plan

## 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 SAG 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 Management Plan.
- To hold a thorough debrief and make recommendations as necessary.

## Appendix “E” SAG Checklist

### CHECKLIST OF ISSUES TO CONSIDER AT MULTI-AGENCY SAFETY ADVISORY GROUP MEETINGS

1. The aim of the meeting

The aim of the meeting is for the organiser to present the Event Management 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. Event Management Plan

Consideration of the organiser’s draft Event Management Plan.

6. Consideration of other items

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

- Electrical Safety & Certification including 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

- Insurance
- 7. Other Agencies  
Other agencies not present who should be consulted.
- 8. Summary  
Summary of any comment given by agencies.
- 9. Date of future meetings

## Appendix “F” Medical Risk Assessment Tool

This is based on the previous Purple Guide, including some locally relevant information and is for guidance only. It is vital that all risks are assessed fully and built into your Event Medical Risk Assessment and Medical Plan

Your provision for medical cover must include sufficient resources so that there should be no adverse effect on normal NHS Services including the Ambulance Service. Whilst it is accepted that patients may require these services, especially for serious conditions, they should not be used for foreseeable activity and low acuity patients.

Event Name:		Date		
Item	Details	Score	This event	
<b>(A) Nature of Event</b>	Classical Performance	2		
	Agricultural/country show	2		
	State occasions	2		
	Public exhibition/Fete	3		
	Marine	3		
	Motorcycle display	3		
	Aviation	3		
	VIP visits/summit	3		
	Music Festival	3		
	Marathon or 1/2 Marathon	4		
	Endurance Sport event e.g. Triathlon	4		
	Motor Sport	4		
	Torchlight Procession only	4		
	Bonfire/pyrotechnical display	4		
	Rock/Pop concert	5		
	New Year celebrations	7		
	Bonfire Event with torchlight procession & fireworks	7		
	Dance Music Event	8		
	<b><u>Demonstrations/Marches/Political Events</u></b>			
	Low risk of disorder	2		
Medium Risk of Disorder	5			
High risk of disorder	7			
Opposing factions involved	9			
<b>(B) Venue</b>	Indoor	1		
	Stadium	2		
	Outdoor in confined location, eg park	2		
	Other outdoor, eg festival	3		
	Widespread public location in streets	4		
	Temporary outdoor structures	4		
	Includes overnight camping	5		
<b>(C) Standing/seated</b>	Seated	1		
	Mixed	2		
	Standing	3		

(D) Audience Profile	Full mix, in family groups	2	
	Full mix, not family groups	3	
	Predominately young adults	3	
	Predominately children and teenagers	4	
	Predominately elderly	4	
	Full mix, rival factions	5	
<b>Add A+B+C+D</b>	<b>Total Score for Table 1</b>		
<b>Item</b>	<b>Details</b>	<b>Score</b>	<b>This event</b>
(E) Past history	Good data, low casualty rate previously (Less than 0.25%)	-1	
Only if same event and location	Good data, medium casualty rate previously (0.25 to 0.5%)	1	
	Good data, high casualty rate previously (More than 0.5%)	3	
	First event no data	3	
(F) Expected numbers	< 1000	1	
	< 3000	2	
	< 5000	8	
	< 10,000	12	
	< 20,000	16	
	< 30,000	20	
	< 40,000	24	
	< 60,000	28	
	< 80,000	34	
	< 100,000	42	
	< 200,000	50	
	< 300,000	58	
<b>Add E+F</b>	<b>Total Score for Table 2</b>		
<b>Item</b>	<b>Details</b>	<b>Score</b>	<b>This event</b>
(G) Expected queuing or Standing during event	Less than 4 hours	1	
	More than 4 hours	2	
	More than 12 hours	3	
(H) Likely weather conditions (Outdoor Events)	>20 <sup>0</sup> degrees Celsius	3	
	10-20 <sup>0</sup> degrees Celsius	1	
	<10 <sup>0</sup> degrees Celsius	2	
	Persistent rain	2	
(I) Proximity to	Less than 30 min by road	0	
*Trauma Unit (TU) or Major Trauma Centre (MTC)	More than 30 min by road	2	
(J) Profile of definitive care	Choice of TU or MTC (less than 30 mins travel)	1	
	MTC	1	
	TU	2	

	Emergency Department	3	
(K) Additional hazards	Carnival	1	
	Helicopters	1	
	Motor sport	1	
	Parachute display	1	
	Street Theatre	1	
(L) Additional on-site facilities	Suturing	-2	
	X-Ray	-2	
	Minor Surgery	-2	
	Plastering	-2	
	Psychiatric/GP facilities	-2	
<b>Add G+H+I+J+K subtract L</b>	<b>Total score for Table 3</b>		

**Overall calculation Add the total scores for Tables 1+2+3**

\*Major Trauma Centre - RSCH Brighton

\*Trauma Units - Conquest, Redhill, Ashford, Worthing, Chichester & Tunbridge Wells

## Appendix “G” 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, to an acceptable level?

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/demographics
- 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

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 at appendix H

## Appendix “H” Sample Risk Assessment

All event organisers must conduct a risk assessment.

The risk assessment has been started off for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your event, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>).

Name of assessor		Date		Time	
------------------	--	------	--	------	--

Event name		Date of event		Times of event	From:		To:	
------------	--	---------------	--	----------------	-------	--	-----	--

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	RAG	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Better housekeeping in staff kitchen needed, eg on spills.  Arrange for loose carpet tile on second floor to be repaired/replaced.	All staff, supervisor to monitor Manager	From now on  xx/xx/xx		xx/xx/xx  xx/xx/xx

You should review your risk assessment if you think it might no longer be valid (e.g. following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)



For information specific to your event please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

**Scoring Matrix**

<b>Impact</b>	<b>Catastrophic</b>	5	5	10	15	20	25	
	<b>Significant</b>	4	4	8	12	16	20	
	<b>Moderate</b>	3	3	6	9	12	15	
	<b>Minor</b>	2	2	4	6	8	10	
	<b>Limited</b>	1	1	2	3	4	5	
			1	2	3	4	5	
			Low	Medium Low	Medium	Medium High	High	
		<b>LIKELIHOOD</b>						
			Low	Medium	High	Very High		

## Appendix “I” Health & Safety Policy

This is the statement of general policy and arrangements for:		<input type="text"/> (Name of event)
(Name of Employer/Senior manager)		<b>has overall and final responsibility for health and safety</b>
(Member of staff)		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace		
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work		
Engage and consult with employees on day-to-day health and safety conditions		
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>		
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances		

Signed: * (Employer)	<input type="text"/>	Date:	<input type="text"/>
----------------------	----------------------	-------	----------------------

You should review your policy if you think it might no longer be valid, e.g. if circumstances change.

Health and safety law poster is displayed at (location)	<input type="text"/>
---	----------------------

First-aid box is located:	
Accident book is located:	

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

<http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

## **Appendix “J” Further Guidance**

[UK Government CoVid – 19 Visitor Economy Guidance](#)

[The Events Industry Forum](#)

[HSE Guidance on Running Events Safely](#)

[Guide to Safety at Sports Grounds –The Green Guide](#)

[The UK Good Practice Guide to Working in Safety Advisory Groups – Emergency Planning College](#)

[Fire Safety Risk Assessment - Open Air Events and Venues](#)

[Food Standards Agency - Guide to Good Food Hygiene Practice:](#)

[Five Steps to Risk Assessment](#)

[HSE Managing Crowds Safely](#)

[Safety Guidance for street arts, carnivals, processions and large scale performances](#)

[The Purple Guide](#)

[National Outdoor Events Association](#)

[Music Festivals CoVid – 19 Supplementary guidance](#)

## Appendix “K” Sussex Local Authorities



Click on the links below to go direct to the council event pages

[West Sussex County Council](#)

[Arun District Council](#)

[Chichester District Council](#)

[Crawley Borough Council](#)

[Horsham District Council](#)

[Mid Sussex District Council](#)

[East Sussex County Council](#)

[Eastbourne Borough Council](#)

[Hastings Borough Council](#)

[Lewes District Council](#)

[Rother District Council](#)

[Wealden District Council](#)

[Brighton & Hove City Council](#)

## Appendix L – CoVid Events checklist

### COVID-19 Checklist for Events (Licensed or other for mass gatherings of more than 30 people) (v7 04.12.20)

This checklist is provided as a guide for anyone (e.g. SAG Chairs, Licensing Teams, Enforcement Teams etc.) assessing the safety requirements that should be in place for mass gatherings of more than 30 people during the current COVID-19 outbreak. It can also be used by event organisers as a guide of some of the key considerations when planning an event. The checklist is based on Events Industry Forum ‘Keeping workers and audiences safe during COVID-19 in the outdoor event industry in England’, it is not exhaustive and other requirements may be needed as identified by the event risk assessment.

#### Evidence Required

	COMMENTS
<b>REGULATIONS</b>	
The event (gathering) organiser is complying with the Health Protection (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020 and must demonstrate that:	
<ul style="list-style-type: none"> <li>The event (gathering) is being organised by a business, a charitable benevolent or philanthropic institution, a public body, or a political body</li> </ul>	
<ul style="list-style-type: none"> <li>there is a risk assessment, including COVID-19, in line with regulation 3 of the Management of Health and Safety at Work Regulations 1999(1), whether or not they are subject to those Regulations</li> </ul>	
<ul style="list-style-type: none"> <li>all reasonable measures to limit the risk of transmission of COVID-19 including following relevant government COVID-19 secure guidance, will be taken</li> </ul>	
<b>FINANCIAL RISK</b>	
The event organiser is aware that the event may need to be cancelled if the COVID-19 situations changes due to local outbreaks, local sustained community transmission, further COVID-19 wave, severe weather (as challenging to move outdoor events to indoor) and that they will be responsible for all financial losses	
<b>RISK ASSESSMENT</b>	
The risk assessment identifies what activity or situations may cause transmission of COVID-19	
The risk assessment identifies the different groups and individuals that could be at risk of transmission of COVID-19 including:	
<ul style="list-style-type: none"> <li>Staff</li> <li>Volunteers</li> <li>Suppliers/delivery drivers</li> <li>Contractors</li> <li>Performers</li> <li>Attendees – local, national, international</li> </ul>	

<ul style="list-style-type: none"> <li>Independent vendors</li> </ul>	
<p>The risk assessment includes how likely it is that someone could be exposed to COVID-19 and considers age, ethnicity, health status, and other factors that may give rise to increased risk of severe illness from COVID-19 for attendees, staff, volunteers, suppliers, performers, and that:</p> <ul style="list-style-type: none"> <li>Where possible, they have acted to remove any activity or situation that is at risk of transmitting COVID-19</li> <li>Where not possible, they have controls in place to mitigate the risk of transmitting COVID-19</li> </ul>	
<p>The risk assessment includes travel to and from the venue including impacts on local transport hubs and public transport</p>	
<p>The risk assessment includes the cumulative impact of other gatherings in the area at the same time or pre/post event (e.g. increase numbers in local food/drink outlets) where additional mitigation measures may be needed to reduce the risk of transmission of COVID-19</p>	

**EVENT PLANS**

<p>The plan includes:</p> <ul style="list-style-type: none"> <li>site map</li> <li>duration of event</li> <li>maximum capacity based on Government restrictions and COVID secure measures including social distancing</li> <li>numbers of staff/volunteers to ensure COVID secure measures are maintained at all times</li> </ul>	
<p>The plan demonstrates how <b>SOCIAL DISTANCING</b> will be maintained <b>AT ALL TIMES</b> between:</p> <ul style="list-style-type: none"> <li>attendees who are from different households or support bubbles e.g. maximum capacity, zoning, circulation space, pinch points/congestion areas, entrances/exits, queues, toilets and wash stations, movement flows between areas, seating arrangements, popular activities/exhibits etc</li> <li>attendees, staff, contractors and performers e.g. staff areas, performance areas, movement flow through attendee areas, ticket and security bag check areas,</li> </ul>	
<p>The plan shows how the contact details for ALL those present at the event will be recorded and stored for 21 days, to assist NHS Test and Trace with requests for the data if needed, and must:</p> <ul style="list-style-type: none"> <li>include first name, surname, , contact phone number or contact email, date (for multiday events) at venue - for <b>ALL attendees</b></li> <li>include first name, surname, , contact phone number or contact email, role, date (for multiday events) at event - for ALL staff, volunteers, suppliers/delivery persons, performers, independent vendors</li> <li>demonstrate compliance with GDPR</li> <li>consider when and how this data will be collected e.g. in advance (mandatory online, linked to ticket purchase), on site for those not completing in advance (entry denied until contact details provided)</li> <li>consider additional data if systems allow e.g. time of arrival and departure, location on site (zoned areas, workstations, entrance gate numbers)</li> <li>Include provision for the display, where appropriate, the NHS Test &amp; Trace QR code poster. Please note that you must ensure that all attendees either sign in via the app and/or record the individuals' details.</li> </ul>	

The plan demonstrates how **communication with attendees** will be made for:

- short notice cancellation in a way they would prevent large numbers of people ‘crowding’ near the venue site
- ensuring ALL attendees provide contact details to organiser to assist NHS Test and Trace e.g. under terms of booking
- providing POSTCODE OF VENUE to enable attendees to provide this to NHS Test and Trace should they become symptomatic, to aid outbreak identification.
- reminding attendees to wear face coverings when using public transport or in enclosed areas as per [government guidance on face coverings](#)
- adherence to a code of behaviour i.e. not attending if they have symptoms and /or are self-isolating, maintaining social distancing at the venue, hand hygiene and minimising spread of respiratory droplets e.g. under terms of booking
- re-enforcing message that entry will be refused if displaying symptoms
- notification that the taking of temperatures may be required (if included in the event plan)
- providing information to attendees about risk factors that may make them more susceptible to serious illness from COVID-19, so they can make an informed choice about their personal risk relating to their attendance
- advising about the hand hygiene facilities on site
- minimising hand to hand transactions on site
- bringing as few items as possible to the event

The plan shows the COVID-19 safe ingress and egress from the venue and local area, and considers:

- Travel routes e.g. one way routes between transport hubs and venue (the ‘last mile’ concept), avoiding peak public transport times,
- Staggered entry / exit times
- Additional entrances / exits points to reduce congestion
- The use of temperature checking apparatus, with risk assessment to include what the safe and expected temperature ranges should be (both high and low) and when to refuse entry. (Accuracy of such apparatus must be checked and demonstrated)
- One-way entry / exit routes
- Markings and signage for social distancing
- Queue management including surrounding areas
- Sanitisers at entry / exit points
- Refusing entry to ALL those displaying symptoms – attendees, staff, volunteers, suppliers, delivery drivers, contractors, performers, independent vendors
- Arrangements in place to deal with uninvited attendees.

The plan limits the amount of hand to hand transactions during:

- booking process e.g. in advance, online and phone
- on entry e.g. ticket less
- payment for goods/services on site e.g. pre-payment/card only/contactless



<ul style="list-style-type: none"> <li>• activities e.g. rides, shared equipment</li> </ul>	
<p>The plan shows the COVID-19 safe movement of ALL persons around the venue to maintain social distancing including:</p> <ul style="list-style-type: none"> <li>• one-way routes to and from on-site facilities e.g. toilets, wash stations, food and drink outlets, performance areas,</li> <li>• markings and signage for social distancing</li> <li>• use of barriers/screens/face coverings to protect staff/volunteers where social distancing can not be maintained</li> </ul>	
<p>The plan caters for sufficient number of handwashing facilities and sanitiser points, at multiple locations (e.g. entrances/exits, food/drink areas, toilet areas, etc) including signage on good hand washing, to enable people to:</p> <ul style="list-style-type: none"> <li>• wash hands for at least 20 seconds</li> <li>• dry hands thoroughly</li> <li>• dispose of used drying materials safely</li> </ul>	
<p>The plan shows how cleaning will be maintained prior, during (including multiday) and after the event; including cleaning regimes, sanitisation and waste disposal management for:</p> <ul style="list-style-type: none"> <li>• high contact surfaces and equipment</li> <li>• work areas</li> <li>• barriers / screens</li> <li>• toilets and washing facilities, ensuring adequate supplies of soap and hand drying materials, and frequent removal of waste materials</li> <li>• shared equipment such as radios., hi viz jackets, tokens, lanyards, tools</li> </ul>	
<p>The plan shows how staff/contractors/volunteers/independent vendors on site will be trained and briefed on COVID-19 secure measures and protected from the risk of COVID-19 transmission while:</p> <ul style="list-style-type: none"> <li>• providing goods / services e.g. working in fixed teams, use of barriers/screens, sufficient space to maintain social distancing within work area, hand washing facilities, training on correct use of face coverings</li> <li>• providing emergency medical assistance e.g. appropriate PPE</li> <li>• managing security, including dealing with constant breaches in social distancing</li> <li>• on rest breaks</li> </ul> <p>Briefing to include up to date symptom checklist based on latest information available on the day.</p>	
<p>The plan shows how staff/performers/contractors will be protected from the risk of COVID-19 transmission and considers:</p> <ul style="list-style-type: none"> <li>• Clear process for replenishment and storage of PPE</li> <li>• avoiding sharing professional equipment and personal items e.g. labelling with name of designated user, personal headsets/radios/earpieces</li> <li>• designated storage for large items</li> <li>• regular cleaning and disinfection of equipment</li> <li>• singing by performers only e.g. avoid face to face singing and position back to back or side to side, extend social distancing to 3 metres or more between singers and others, limit numbers in singing groups, utilise technology</li> </ul>	

The plan demonstrates that the event can be delivered safely without the involvement of the emergency services and considers:

- crowd management
- Clear procedure for removing someone from site, particularly if refusing
- COVID-secure measures for administering first aid and providing emergency medical assistance, including the measures to take for someone with COVID19 symptoms
- Isolation areas clearly defined for those showing symptoms with sufficient quarantine capacity, particularly if more than one person presents.
- COVID-secure measures for dealing with lost and vulnerable people
- Clear procedure for collection and safe storage of lost property

**Further advice maybe found at:**

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>

<https://www.gov.uk/guidance/covid-19-guidance-for-mass-gatherings>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

<https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19>

<https://www.britishcycling.org.uk/about/article/20200512-about-bc-news-British-Cycling-Updated-Coronavirus-Guidance-0>

<https://www.britishtriathlon.org/britain/documents/covid-19/guidance-documents/final-covid19-clubs-guidance-04.06.20.pdf>