

Preparing an Event Plan

Good planning is of fundamental importance when organising an event and to achieve this, sufficient time must be allocated to fully prepare for the event. Evidence of this is demonstrated through the 'Event Plan'. For any event plan to be effective, it must incorporate the measures identified by the risk assessment & risk management process to control and / or minimise the risk.

The event plan will normally incorporate or comprise of the following:

- **Site plans** - Site plans identify the location of all intended attractions, facilities, entrance/exit points, including for emergency services and the deployment of stewards, first aid points etc.

- **Brief summary of the event** - This part of the event plan is not essential, but gives the person reading the event plan a brief overview of the whole event, and may include such information as its history and how it developed over the years.

- **Health & Safety Policy** - It provides a framework in which health, safety and welfare can be managed at the event and is made up of three sections:

- i) General statement that states: 'The organisers (*Name*) will safeguard so far as is reasonably practicable the health, safety and welfare of all persons who might be subject to risks from its activities. This will be achieved by co-operating, communicating and co-ordinating with all relevant agencies, organisations, volunteers, etc. necessary to manage the health & safety at the event.' The policy should also clearly identify the responsible person for the event

- ii) A chart or list that clearly details responsibilities / duties of the organisers, stewards, etc.

- iii) Arrangements, i.e. procedures, safety rules etc, to manage the health, safety and welfare at the event, as identified in the risk assessment process. This includes some or all of the following:

Communications – These arrangements should detail how organisers / stewards / marshals will communicate with each other and to the public, i.e. two way radios, public address systems, central control room. It will also state how emergency arrangements will be relayed to the public.

Crowd management – Specific arrangements for stewarding should be included in this section. This covers measures to reduce over crowding, such as open further ticket booths, increase stewarding to ensure crowd movement. The section should also include the maximum number who can attend the event at any one time, measures to monitor this and arrangements should this number be reached. In addition it could mention signage, high visibility clothing or identification for stewards, temporary barriers (if required) and any personal protective clothing or equipment, e.g. water proof clothing, torches for night-time, etc.

Vehicle management – This section should include parking arrangements (including participants' vehicles, buses, and disabled parking), access for emergency vehicles, signage, any road user restrictions, vehicle movement on the event site at outdoor events (prior to, during and after the event). It should also include specific arrangements for stewarding vehicle movement, including high visibility clothing and measures to separate pedestrians and moving vehicles. See following 'Notes' section for further detail.

Fire and emergency arrangements – These arrangements should detail the fire precautions at the event. These precautions include emergency procedures and provision of fire extinguishers. Scottish Fire & Rescue Service may detail specific requirements. Emergency arrangements should cover other emergencies not only fire and identify a responsible person to take control in an emergency.

Event activities – This section refers to any requirements / procedures for specific activities carried out by participants, exhibitors, contractors, etc.

Temporary structures – If the event requires temporary structures such as staging, tents, marquees, stalls, etc. this section should include details on siting and dismantling requirements and details of safety certification, if required.

Waste / hygiene management – This section should include arrangements for the provision of rubbish bins, clearing up during & after the event and removal from site. Extra bins (including dog waste for outdoor events where dogs are allowed) will need to be placed and provision made for collection. You may also need to engage staff/volunteers to pick litter and keep these bins emptied. Be aware of hazards such as weather and wasps and plan accordingly with covered bins where appropriate. A central collection point for a large amount of waste may also require hire of a skip.

Welfare arrangements – This section should detail the number of sanitary conveniences and their location, based on estimation of attendance or availability in the building. It should also cover first aid arrangements and provision for lost children / missing persons. For outdoor events it may include provision of drinking water and chemical toilet disposal.

Provision of lighting – Where additional lighting is needed for specific activities or use at night, these arrangements should include the provision of generators, their locations (whilst avoiding noise nuisance), and the use of qualified electricians, etc.

Insurance arrangements – This section covers type and level of insurance obtained.

Food Safety – As part of the event plan organisers should submit a Food Safety Plan where food is to be offered by the event or provided by external caterers. The Food Safety Plan should ensure all operators comply with Food Safety Act 1990 and the Food hygiene (Scotland) Regulations 2006. As part of the Public Entertainment Licence application organisers must supply Environmental Health with a list of food business operators at least 1 week before event.

Training requirements – This section should detail training / briefing sessions for stewards, marshals, etc. in order that they understand their role and responsibilities.

Security – Depending on the nature of the event, specific security measures may be required for site security or cash handling, including collection and banking arrangement. This section may refer to additional documentation dealing with specific details and the names of those persons who have access to it.

Contingency arrangements - These arrangements cover pre-planned specific actions to be implemented should an identified situation arise, such as extreme weather at outdoors events, participant or attraction cancellations, loss of venue, etc.

Emergency arrangements - These arrangements are specific actions to be implemented in the event of an emergency. This may be from a member of the public taking ill, a fire, evacuation of premises / area, etc. Emergency routes will need highlighting on the site plan.

Site safety inspection – These inspections cover prior to, during and after the event and this sub-section covers what is to be inspected by whom and when.

Incident reporting – These arrangements should detail procedures to follow should an incident occur. It will also include details of the insurer and procedures to follow should organisers be informed that a claim would be made.

□ **Appendix** - This includes all relevant documentation, including risk assessments, participant lists, licences, insurance details, etc.

Please note that where an event is run over more than one day, it may be necessary to develop an event plan for each of the days.

Useful information when drawing up of an event plan

Accident / Incident reporting

You will need to ensure that should there be an accident / incident at the event, relevant details are suitably recorded. In addition, the accident / incident will require investigating and the findings recorded for future reference. Should you be informed, at a later date, that a claim is to be made against you, i.e. organisers, this information can be transferred on to the insurance claim form and then may be used by the insurance company as part of a defence against the claim.

Note: Should a serious accident or incident occur, this will require reporting to the appropriate authorities, e.g. Police, Insurance Company, Health and Safety Executive etc. In addition, serious accidents, i.e. person taken to hospital, will need reporting. More information at www.hse.gov.uk

Communication

A 'control room' is essential for large outdoor / indoor events, as it acts as a communication centre for staff, participants and visitors alike. People will expect to access help and information.

A public reception fronting a private control centre might be the best way to set up so all information is centralised but providing a quiet place for phone calls or conversations the public don't need to hear! Necessary adaptations to programmes or procedures can be quickly delivered. The control room can also be used as a centre for First Aid, Lost Children and Lost Property. A public address system should be controlled from here allowing important public announcements to be delivered.

In the event of an emergency, all information should flow through the control room, leading to efficient delivery of information and reaction to situation.

The control room should have a supply of Incident Report Forms and Checklists. These should be held centrally once completed to ensure the emergency services have easy access to the information if required.

Fire safety arrangements

If your event is to be held in a premise, e.g. hall, community centre, etc. there will be fire procedures in place, ensure you know what they are and action to take should a fire break out.

Generally, the risk posed by fire to persons attending any wholly open air event will be much less than in enclosed premises, but you will still need to consider the following:

- i). Exit Routes - Are they clearly signed and sufficiently wide enough to accommodate emergency services vehicles and do they need to be stewarded?
- ii). Fire Detection and Warning system - What is required as a method of detecting and issuing suitable alarm warning in case of fire?
- iii). Fire fighting Equipment - What type/quantity of extinguisher would be required and where would they be located (ideally they should be spaced at a maximum of 30m apart).
- iv). What emergency procedures will need to be put in place, e.g. means for calling the Emergency Services, evacuation coordination procedures, assembly points, traffic control etc?
- v). Training - What training is required for stewards / marshals?

Where there are temporary structures at an event, e.g. marquees, stands, etc. see step 2 Risk assessment process.

First aid arrangements

Two things you can guarantee about any event, the date it has been arranged for and the high probability

someone will be taken ill or have a minor accident during the event. It is essential that some form of first aid provision is provided and depending on the nature and type of the event it may be from appointed trained first-aiders, Medical Practitioners, Paramedics and / or the British Red Cross / St Andrews Ambulance. The risk assessment process will assist in identifying the level of first-aid provision required.

The British Red Cross / St Andrews Ambulance have skilled volunteers throughout the UK who provide First-Aid Cover at thousands of public events every year. The volunteers bring a wealth of experience and are highly skilled in the provision of first-aid at events. They will provide advice on the most effective first-aid provision to protect members of the public attending your event and where required, can provide short-term loans of items such as wheelchairs. It is worth noting the volunteers are not paramedics, they do not carry oxygen or drugs, however, they do carry defibrillators and are trained to use them.

Stewards

Easily identifiable stewards are essential to manage crowd safety and emergency situation should they arise. A suitable number of stewards will need to be appointed and the risk assessment process should identify the required number. They will need to be:

- Fit and capable to carry out their appointed duties, i.e. long spells of standing, walking, etc.
- Readily identifiable, e.g. Hi viz jacket, vest, badge, blazer, etc.
- Fully briefed and trained in their duties at the event. This may include:
 - Working under the guidance of the main steward and/or designated organizers.
 - Manning the entrances, exits and other strategic points.
 - Manning temporary car parks and directing traffic, but not on public roads.
- Advising, controlling and directing participants, stall holders, etc. on set-up and closure of the event.
- Advising, controlling and directing the public.
- Raising the alarm for fire, using the equipment provided to fight fire, so far as is possible without endangering themselves and ensuring clear access/egress for emergency services.
- Call for first-aiders should the need arise.
- Watching for problems around the site and reporting to the control room.
- Being competent in the use of the chosen communication equipment. (Two-way radio, mobile phone etc)

A number of relief stewards will be required at your event to ensure that all stewards receive regular breaks away from their appointed duties, i.e. a minimum of 20 minutes per six hour period or for those less than 18 years of age, a minimum of 30 minutes per four and a half hour period.

Temporary barriers and marking out of the event site

The types, numbers and locations of temporary barriers will all depend on the size and nature of the event. They can be used to:

- ☐ Aid pedestrians / crowd movements.
- ☐ Separate pedestrians / crowds from activities, e.g. dangerous areas and / or vehicles, animals, etc.
- ☐ Physically secure areas, e.g. natural hazards, dangerous areas, etc.
- ☐ Cordon off areas.

Different types of barriers are used for various purposes. They may consist of posts strung together with rope, tape or chain, or of a fixed type such as pedestrian steel barriers, fencing, etc. In addition, stands, displays, vehicles, etc. may also be utilised as a form of a pedestrian barrier. Care must be taken when choosing the type of barriers, as they must be suitable for the purpose intended, e.g. a rope barrier will not be suitable to stop an animal kicking out and may also create a trip / fall hazard when below waist height.

The temporary barriers and markings must not themselves present a hazard, e.g. unstable barriers falling over, tripping over low barriers, overcrowding from poorly located barriers, etc.

Safe methods include marking out with biodegradable paint, as seen on rugby / football pitches and / or by using posts and pegs (provided they are at least 1m / 3ft in height, thus reducing the risk of tripping).

Please note that Transport Network Offices may be able to organise the hire of a number of pedestrian barriers.

Vehicle management

Any traffic management plan on public roads should be developed in consultation with East Lothian Council and Police Scotland. Road Closures should be considered very much as a last resort. Think very carefully about alternatives to holding an event in a venue that would require closure or restriction of a public road. The process includes statutory procedures and can incur hefty charges. Closures can also cause major inconvenience to users of the area with diversions and restricted parking. Where there is a requirement for restrictions for road users, e.g. road closure, diversions, signs, cones, etc. a Temporary Traffic Regulations Order (TTRO) may need to be applied. You will need at least six weeks to arrange a TTRO and it is not automatic, each case will be assessed on its merit.

If your event is likely to cause increased traffic, parking restrictions and coning may also be advised on main streets to ensure efficient flow of through traffic. Discuss all these options as part of your traffic management planning.

Temporary traffic signs may be erected provided they met legal requirements, i.e. design & location, appropriate permission has been granted and they are only in situ for the duration of the event. These signs are to assist road safety and reduce congestion by giving clear directions to road users seeking the best route to an event.

Welfare Arrangements

Toilets, baby changing facilities, both with wheelchair access, fresh water supply and chemical disposal points will need to be considered at outdoor events. When assessing the number of sanitary conveniences required, the size of the event, its locations, numbers expected, and food and / or drink availability will have to be taken into consideration. Even if your site has permanent facilities, they may not be able to accommodate the number of people expected at your event. As a rough guide the following table may be used:

For events of less than six hours		For events lasting over six hours	
Female	Male	Female	Male
1 toilet per 120 females	1 toilet per 600 males, plus 1 urinal per 175 males	1 toilet per 100 females	1 toilet per 500 males, plus 1 urinal per 150 males
One hand washing facility per five toilets, including adequate supply of soap, and hand-drying facilities. Please note that where warm water is not available, the provision of antiseptic hand wipes or bacterial soap should be considered.			

Remember that facilities will need to be checked, cleaned and supplies replenished as the event goes on - make sure someone is allocated this job. A suitable number of accessible toilets will also need to be provided in convenient locations. Baby nappy changing facilities may also need to be made available.

If the event is of a long duration, you may also need to consider facilities such as fresh water supply, temporary showers, chemical toilet disposal, etc. Hire companies will provide further advice on requirements for your audience.