**Planning Your Event Checklist 2014**

There are 5 steps to planning a safe event:

Step 1: Pre-Plan

Step 2: Organising your event

Step 3: Onsite pre-event preparations

Step 4: Event Day

Step 5: Post-Event

**Step 1: Pre-Plan**

**Location:** Make sure the venue you have chosen, is adequate for the proposed event. Do not forget to consider the impact on the local community, how easy it will be for people to get to the venue and any car parking requirements. Inspect the venue, its suitability for the event and any existing hazards which may already be present on the site, such as water hazards, overhead power lines etc. Assess whether emergency routes will be adequate.

**Date:** Evaluate the time of year, including the consequences of extreme weather conditions at an outside event. Some parks have license restrictions depending on the time of year. The day of the week and time will also need consideration regarding the nature of the event. You will probably need to arrange lighting for an evening function and the level of amplified noise should be discussed with the Lampton GreenSpace 360 (GS360) Communities Manager and Licensing Team at the London Borough of Hounslow. The event should not clash with any other major events in the area.

**Audience:** Is the event aimed at targeted groups, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards should be provided to ensure adequate safety standards are maintained.

**Activities:** Decide on the type of activities to be held, establish the size of the proposed event and whether an entrance fee will be charged. Please note: the presence of animals at an event will need prior approval from the GS360 Communities Manager.

**Equipment:** Will the activities require the use of any specialist equipment such as fairground rides, bungee jumping and inflatable bouncing devices? If so, does this equipment pose any specific hazard? Will any activity need barriers etc? Please refer to page 9 of the Terms and Conditions pack for information regarding required documentation for specialist equipment.

**Event Risks:** Please remember that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. Carrying out a detailed risk assessment should ensure this. All hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

**Liaison:** Build links with the local police, fire brigade, ambulance and first aid providers. Tell them about the event and ask them for advice. Decide what additional information is required regarding specific activities and contact the council and/or the relevant organisations to make them aware of the event and seek the required permissions where necessary.

**Attendance:** The organiser must estimate the number of attendees to host at the event and consider its duration, in order to provide adequate facilities, such as portable toilets and first aid requirements should be based on these estimations. Advice is given in the HSE Event Safety Guide mentioned above. The provision of drinking water will be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision also needs to be made for lost children, missing persons, baby changing and lost property.

**Licensing:** Regulated entertainment is any of the following, 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; Performance of dance; or any playing of recorded music; similar entertainment to live music; recorded music or dance. The provision of facilities for regulated entertainment is also licensable.

Contact [licensing@hounslow.gov.uk](mailto:licensing@hounslow.gov.uk), to determine which type of license will be suitable for your event.

**Insurance:** All events will require public liability insurance. All contractors and performers will also need their own public liability cover with a £5 million Limit of Indemnity. Depending upon the nature of your organisation and the size of the proposed event other insurances may also be required. Quotations should be obtained from your insurance provider.

**Timelines:** Layout your event in a timeline plan and give yourself as much time as possible to organise the event. Please visit [www.eventapp.org/hounslow](http://www.eventapp.org/hounslow) to ensure the required notice period is given when applying for your event. Some specialist advice may be required, and special permission could take time. Do not forget the summer can be a busy time with hundreds of events taking place within your area. There will also be deadlines for payments, which should be incorporated within your timeline schedule.

**Event Plan:** The event plan is the management plan that should include all your health and safety arrangements. A guide to the items that should be included in the event management plan is available at [www.eventapp.org/hounslow](http://www.eventapp.org/hounslow). This plan should be used when carrying out your risk assessments. A document checklist has been included at the end of this document for guidance; this is a generic list so please ensure all relevant paperwork is included, but please bear in mind that additional information may be requested.

**Costs:** When your event application is accepted, you will be informed of the hire fee for the event location. Health and safety, traffic management, security, stewarding, licensing, marketing etc. should all be considered when budgeting for your event.

**Noise:** Due to the new licensing laws that came into effect on 24th November 2005, various parks and public spaces now have set conditions relating to follow, for example noise levels, event running times and regulated entertainment. The organiser must liaise with the GS360 Communities Manager to enquire as to whether these conditions apply to the location of their event.

If these conditions apply to the chosen location, it is the organiser’s responsibility to submit a Noise Action Plan and provide a noise consultant to monitor the levels on the day of the event. The action plan must include a site plan highlighting the location and orientation of all sound.

A formal record should be kept of the Noise Action Plan. Simple guidance notes and an example of a noise action plan and monitoring form are provided with this pack. Completed forms should be retained for future reference. Where the event consists of more than one attraction that features sound e.g. a carnival all activities should be present on the action plan. In these circumstances, the enclosed form can be photocopied.

**Step 2: Organising Your Event**

Once you have considered all the points in Step 1 you can then start to organise the event in detail. Remember to keep to the event timeline and keep up to date records as you progress.

**Teamwork:** Set up a team and identify specific responsibilities for each member. One person should be identified as the event manager and be responsible for liaison with other organisations such as the council, the local police force and other emergency services. One person, with suitable experience, should be given overall responsibility for health and safety and another person co-ordination and supervision of stewards.

**S.A.G.** For large and medium scale events, the organiser will need to attend Safety Advisory Group (SAG) meetings on a regular basis in the run up to the event. These meetings are organized and chaired by the Head of the London Borough of Hounslow’s Head of Contingency Planning and is attended by a representative from all relevant associations including emergency services.

**Risk Assessments:** A formal record should be kept of all associated risk assessments. Simple guidance notes and an example form are provided at [www.eventapp.org/hounslow](http://www.eventapp.org/hounslow). Completed forms should be retained for future reference. Where the event consists of more than one attraction, e.g. a summer fete, a written risk assessment may be required for each activity. In these circumstances, the enclosed risk assessment form can be photocopied. Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these.

**Site Plan:** Draw out a site plan identifying the position of all the intended attractions and facilities. Plan and designate entrance and exit points, circulation routes, vehicle access and emergency evacuation paths.

**PA Site Plan:** If the location of your event has set license conditions relating to noise and your event incorporates any amplified sound e.g. recorded music, live music and announcements a separate site plan must be drawn out and submitted. This plan should identify the location and orientation of any activities that incorporate public address or sound systems i.e. other musical equipment. Take into consideration the location of residents in the immediate and surrounding areas that could be affected by noise from the event.

**Emergencies:** A formal plan should be established to deal with any emergency situations, which may arise during the event. The complexity of this will depend upon the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. You may have to liaise with the emergency services, local hospitals and the GS360 Communities Manager and create a planning team to consider all potential major incidents and how you would deal with them. Organisers of larger events will need to cover this in the SAG meetings.

**Traffic:** if your event require a traffic management plan and a traffic order, please contact [trafficorders@hounslow.gov.uk](mailto:trafficorders@hounslow.gov.uk). It is the responsibility of the organiser to employ a traffic manager to implement these plans. Whilst planning your event, these areas must be taken into consideration: park & ride, drop off/pick up points for cars and coaches, temporary taxi ranks, car parking and disabled parking.

**Structures:** Many events will require temporary structures such as staging, tents, marquees, stalls etc. Decide where this equipment is to be obtained, who will erect it and what safety checks will be required. The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as machinery, catering equipment, vehicles and any other dangers on site etc. In some cases, barriers will need to have specified safety loadings dependent upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers.

**Catering:** Ensure any caterers have been licensed by their local authority and that they will be sensibly located away from children’s activity areas and near to water supplies etc. Adequate space should be left between catering facilities to prevent any risk of fire spread. A copy of each caterer’s food hygiene certificate will need to be given to the GS360 Events Team. You may wish to use only caterers who are members of the Mobile Outside Caterers Association. Details can be found on the Useful contacts page in this pack.

**Alcohol:** The sale of alcohol, or the supply of alcohol to members of a club, is a licensable activity under the Licensing Act 2003.

A personal license holder must authorise every sale of alcohol made under a premises license. In addition to the above, organisers will need to ensure that they have at least one personal license holder present at the event to authorise sales of alcohol. Please contact the Licensing Team at [licensing@hounslow.gov.uk](mailto:licensing@hounslow.gov.uk) for further details.

**Stewards:** Stewards at larger events must be fully briefed on all aspects of the event including crowd control and emergency arrangements. Written instructions, site plans and checklists should be provided to them. It is important that stewards can be easily identified by the public and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety and the event manager.

All stewards should be properly trained and competent, as they will need to be constantly on the lookout for hazards, which could develop during the event. They may also be required to guide vehicles, clear emergency exits, and sort out any behavioural problems. Specific training should be provided for basic first aid assistance and firefighting. Stewards may require personal protective equipment such as hats, boots, gloves or coats. For evening events, they may need to be issued with torches. At all day events, duty rotas will be required.

**Visitors:** The type of event and the numbers attending will determine the measures needed.

Consideration will need to be given to the number and positioning of barriers, and the provision of a public address system. Make sure the public address system is working and can be heard in all areas.

The numbers of people attending the event should be monitored to prevent overcrowding, keep in mind that some attractions may draw larger crowds than others.

Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.

**Security:** Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made in a secure area. Following your risk assessment, stewards or helpers collecting cash may require money belts or other carrying facilities. Counting and banking arrangements should be given careful consideration.

**Traffic:** ONSITE: Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be necessary to only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Car parking facilities will be required at most events and these must be stewarded. Consider where such facilities should be situated.

OFF-SITE: 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 police. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. If road closures, signs on the highway, traffic diversions and/or the placement of cones are required then an application must be made for a traffic regulation order and/or approval from the highway authority.

**Transport:** The local rail and bus companies should be advised of larger events to establish if existing services will be adequate. You will also need to liaise with them if road closures or diversions are intended.

**Contractors:** All contractors should be vetted to ensure they are competent to undertake the tasks required of them. Wherever possible personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments, and satisfy yourself that they will perform the task safely. Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of at least £5 million. Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters.

**Performers:** All performers should have their own insurances and risk assessments and the same considerations will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them and ensure they will comply with your health and safety rules and event plan.

**Facilities:** Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. All portable electrical appliances including extension leads etc. should be tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety.

Where events are taking place outside, residual current circuit breakers should be used and if possible the power supply stepped down to 110volts. All cables must be securely channelled to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events. Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public. Generators should be suitably fenced or surrounded by barriers, to prevent public access. All such arrangements should be clearly shown on the site plan. Please note that only silent diesel generators are to be used.

**Contingency:** Consider the implications on the event of extreme weather conditions. Will the event be cancelled? Could specialist matting be hired in at short notice? Or could the event be moved to an alternative inside venue. This will involve a lot of planning and may be too complex for anything other than the smallest of events. There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up.

**Litter & Waste:** Arrangements will be required for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site.

Taking the above into consideration, you should establish which specific hazards require individual risk assessment. Initial assessments should be undertaken and any remedial action specified in the updated event plan.

**Accidents:** If an accident occurs, during set up of the event, on the event day and/or during clear-up of the event, the names and addresses of witnesses should be obtained, photographs taken and a report made by the organisers. An accident form should be completed and a copy sent to the landowner. A sample accident reporting form is included in the pack. You will also need to advise you own insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place. Certain accidents need to be notified to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

**Step 3: Onsite Pre-Event Preparations**

Immediately prior to the event a detailed safety check will have to be carried out. This should include the following:

**Access:** Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency routes.

**Inspections:** For most events, the GS360 Communities Manager will need to carry out a pre-event inspection and a post-event inspection. On the event day, it may be necessary for a separate Health and Safety inspection to be carried out to ensure that all equipment,

Pre-event Site Inspection: A walk through inspection of the entire site, including areas of access, should be carried out with the organisation’s event manager and the designated GS360 duty manager immediately prior to arrival of any vehicles or set up. All existing defects should be noted and any remedial action taken.

H&S Onsite Inspection: This inspection should be carried out after all structures and activities are set up but BEFORE the event opens, using the risk assessment document and event management plan to identify any potential hazards and to check communications are working.

Post-event Site Inspection: Another walk-through of the site to identify any new damages to the site grounds or infrastructure.

**Site Plan:** Make sure that all facilities and attractions are correctly situated as per site plan. Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place. Check waste bins are in their correct locations. Ensure contractors, associations, security and all stewards have copies of the most up to date site plans.

**Signage:** Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, information, lost children meeting points and security base; alongside other welfare facilities such as toilets and drinking water.

**Vehicles:** Check that all contractor, performer and exhibitor vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.

**Structures:** Ensure all staging, seating, marquee and lighting structures have been erected safely and that certification has been obtained from the relevant contractors.

**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 sufficient staff have been assigned to each area and all arrive on time to their correct location. Ensure all stewards are wearing the correct clothing for easy identification. Check that all stewards and staff have been fully briefed and understand their responsibilities.

**Lighting:** Check all lighting is working, including any emergency lighting.

**PA:** Make sure the public address system is working and can be heard in all areas.

**Step 4: Event Day**

**Inspections:** H+S Onsite inspection may take place with GS 360.

In addition to the inspection by GS360, inspections should be carried out regularly throughout the event by the event organiser. At large events, the inspections at 2 hour intervals.

**Team Meeting:** For the duration of large and medium size events, regular team manager meetings should be scheduled. The heads of each team, plus one representative from each association, such as police, fire brigade, ambulance service and the GS360 duty manager, should provide feedback including any issues arising in their area and provide solutions. Emergency issues should be dealt with immediately but updates reported at the meetings.

**Contact:** The organisation’s event manager should be contactable by any team manager, association member and/ or GS360 duty manager at all times during the event and be available to assist/advise in the event of any serious emergencies.

**Step 5: Post-Event**

**Inspection:** A walk through inspection should be completed in all areas and any damage and/or litter that has occurred as a result of the event should be recorded and agreed. This inspection should also ensure nothing has been left on the site which could be hazardous to future users. If any structures are left overnight, it must be ensured they are secure and are safe from vandalism etc. If numerous structures are left, specific security arrangements may be required.

**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 require a completed accident form.

**De-Brief:** After your event has taken place, a de-brief meeting should occur to discuss any issues and outcomes from the pre planning and the implementation of the event, within 2 weeks after the event has taken place. This will aid the planning process for future events.

Document Checklist

Please can you ensure that all following documentation is uploaded:

**Public liability insurance**

**DBS certificates (if applicable)**

**Company policy**

Lost child and vulnerable adult policy.

**Production and Event Timetable**

Detailed site plan.

List of any rides.

ADIPS and insurance for all rides.

**Event management plan**

Access provision.

Crowd management plan.

Emergency control plan.

Environmental impact assessment.

Event communication plan.

Marketing plan.

Transport infrastructure plans.

Waste management plan.

**Health and Safety Policy**

First aid plan – including a list of all qualified first aiders and a copy of their certification.

General risk assessments.

Fire risk assessments.

Sanitary provision.

Security and stewarding provision.

Food safety plan – including Level 2 food safety, food hygiene certificate, council registration certificate for all food vendors.