

EVENT GUIDANCE

Version 2.1



Disclaimer Statement: Please note that all the information in this document is guidance only. It does not necessarily include all the information that may be relevant to your event. Your local authority is not responsible for the lack of any information supplied in this document.



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Introduction

In this guide there are many things you will need to consider when you are organising an event. Please take the time to look at this, and if you have any queries please contact your local authority.

Organising an event can be hard work, and a top tip is to start early! However big or small you plan your event to be, they will all have common issues such as planning, organisation, licensing, safety, security and insurances etc. Try to give yourself a six to twelve month start to organise your event and make sure that you get in touch with your local authority for help and guidance from the Safety Advisory Group (SAG) as soon as you can.

The SAG is a multi-agency partnership that brings together representatives from various organisations (Kent Police, Kent Fire and Rescue Service, KCC Highways, NHS, SECAMB) and local authority departments, Environmental Health, Licensing and Parking, to discuss events that are taking place in the area. As an organiser you will be asked to provide documentation about your event and may be asked to attend a SAG meeting, with the various agencies, in order to provide more information. The SAG is here to offer advice on public safety and welfare, to help you ensure that your event runs smoothly and safely and that you have access to the relevant advice and guidance.

The SAG will consider your event documents and advise accordingly and ask that you provide all of the relevant information 14 weeks before your event. This gives the SAG enough time to review your event documentation and make an informed assessment. It should also give you enough time to make any changes that might be needed and will allow time to apply for a road closure, if necessary, before getting on with the important bits of the planning!

You should understand that as an organiser, you have a duty, as far as is reasonably practicable, to be aware of current regulations, byelaws and codes of practice relating to your event, so that you are able to take any necessary action. It is also important to note that the SAG will not ask organisers to complete work that isn't already required of them by law or industry standards.

The information, documents and templates described in this toolkit help to ensure a safe event and allow organisers to prove, should it be necessary, that they have taken all reasonable precautions.

If you have any questions, please contact the SAG Co-ordinator at your local authority.

**Safety Advisory Group Chairs, Kent & Medway
August 2018**

Planning Your Event

Effective planning is fundamental to a successful and safe event. Event organisers are not expected to be experts in everything and there is a lot of help and guidance that is available to you.

For any size event, please consider the following:

- Prepare an Event Management Plan. This document covers all aspects of your event and how you plan to manage them. The size of your event management plan and the level of detail it contains will be proportionate to the size of the event.
- What type of event do you want to hold and is there interest for it?
- Who are your target audience?
- Are there lots of different components to the event, making it complex to organise?
- Are professional/skilled organisers required?
- Is there anyone not involved in the event that might be adversely affected or put at risk by the event itself or its wider effects (e.g. parking, those requiring regular medical attention, noise disturbance etc.)?
- Engage with the local community, residents and local businesses as they may be affected by your event, especially if you are having road closures. You could do this by hand delivering letters or leaflets. Be sure to include a contact name and number so that they know who to contact if they have any questions or concerns.
- What external publicity would be needed (such as newspaper ads, flyers, posters etc.)?
- Public liability insurance is mandatory! Are there any other insurances you would need?
- Closure of major roads/bus routes/through routes – remember to apply for this at least 14 weeks prior to the event.
- What is your budget? Is it realistic? Have you had quotes to get the best prices?
- Who else is involved in your event? Organisations? Volunteers?
- Do you need an organising committee?
- Do you have permission to use the land?
- Land hire is necessary if the event is to be held on local authority owned land.
- What could go wrong at your event? Prepare a Risk Assessment once you have completed your Event Management Plan, covering all risks relating to your event.

Event Timeline

A successful event can easily take 12 months to put together. The timeline for informing a Local Authority of your proposed event and for provisionally holding land for hire can vary between authorities; however the chart below gives you an idea of when to complete certain actions. Use this also to help plan your event and write in the dates when you have completed these tasks. You can also add in the dates in the 'Period' column to remind you when you should complete things by.

Period	Action(s)	Completed Date
One Year Before Event	<p>Start to Organise</p> <p>Identify someone to be the lead on the event (main event organiser).</p> <p>Identify a group of people that will help to plan and deliver the event (event team).</p> <p>Share out job roles and responsibilities taking into account competency and time.</p> <p>Agree an outline event plan</p> <p>Why are you holding the event? What are the main aims? What is the event concept?</p> <p>Venue, insurance, licensing, permissions, dates, timings etc. Assess numbers of people likely to attend the event. Consider the budget you will need to put the event on.</p> <p>Investigate suitability of the venue</p> <p>Assess size, facilities and accessibility.</p> <p>Consider the impact your event will have on traffic in local area, parking, public transport and any road closures / diversions necessary.</p> <p>Contact your relevant local authority</p> <p>The Local Authority SAG co-ordinator is there to advise and guide you through the process.</p> <p>Complete the Event Notification Form</p> <p>Available from your local authority SAG co-ordinator.</p> <p>Start to consider your event risk assessment</p> <p>A template risk assessment is available from your local authority SAG Co-ordinator.</p>	-

	<p>Previous experience</p> <p>If this is a repeat event, review last year’s plans and consider any changes that need to be made. Do any issues need addressing? Would you do anything differently?</p>
<p>9 Months Before Event</p>	<p>Investigate insurance cover</p> <p>Public liability (most local authorities require a minimum of £5 million). Employer’s liability. Cancellation cover. Equipment.</p> <p>Think about medical cover for your event and recruit an organisation who can provide it.</p> <p>Prepare Event Management Plan to include Site Plan Copies of templates (and example documents) for these plans will be available from your local authority. They are also available on the local authority website.</p> <p>Please see the event toolkit for guidance, supplied by the SAG Co-ordinator</p> <p>Consider contractors and equipment that is required for your event</p> <p>Provisionally book any contractors and equipment for your event.</p>
<p>6 Months Before Event</p>	<p>Start writing your event Risk Assessment</p> <p>See guidance form your local authority and break the assessment down into components of your event</p> <p>Look into any event licences that are required</p> <p>A temporary events notice (TEN) may be required for licensable activities such as: live/amplified entertainment, sale of alcohol, late night refreshment</p> <p>Confirm Highways Requirements</p> <p>Apply for road closures, parking restrictions, permission to place temporary signs in the highway – 14 weeks before is the absolute cut off for a road closure application.</p> <p>Agree all access, exit and public transport arrangements.</p> <p>Apply for any Parking Suspensions</p> <p>Suspension requests for on-street parking bays Suspension requests for off-street parking (liaise with car park operators).</p> <p>Application for these is usually done via completion of the event notification form.</p>

	<p>Confirm bookings</p> <p>Artists, entertainers, stallholders, equipment hire, and security.</p> <p>Communication</p> <p>Consider how you will advertise your event and the impact of this on attendance. Include details in your event management plan.</p>
<p>3 Months Before Event</p>	<p>Submit your Event Management Plan, Risk Assessment and Site Plan to your local authority</p> <p>These documents should be submitted no later than 3 months before your event as this is the minimum time required for organisations to review the paperwork and put things in place.</p> <p>Check progress of licence applications</p> <p>Recruit Stewards/marshals as necessary</p> <p>Develop Stewards/marshals handbook as necessary</p> <p>Confirm the key roles and responsibilities of the team and circulate this information</p> <p>Pay land hire fee and deposit fee to Local authority</p> <p>Check the insurance, method statements, and risk assessments of any contractors as necessary</p>
<p>6 Weeks Before Event</p>	<p>Review your event Risk Assessment.</p> <p>Review Event Management Plan, Site Plan and other plans that are deemed necessary.</p> <p>Check progress of licence applications.</p>
<p>1 Month Before Event</p>	<p>Review and finalise your Event Risk Assessment</p> <p>Review and finalise Event Management Plan</p> <p>Evacuation procedures, fire points etc.</p> <p>Contingency plans as identified in the risk assessments.</p> <p>Final booking checks</p> <p>Artists, Entertainers, Stallholders, Insurance, Catering, Equipment, and Security.</p> <p>Organise clean up teams for during and after the event Make arrangements with Local Authority if necessary.</p>

	<p>Train Your Team</p> <p>Crowd control, traffic control, emergency procedures, general information, basic firefighting.</p> <p>Distribute steward/marshal handbook once staff have been trained.</p>
<p>1 Week Before Event</p>	<p>If road closures are under the Town Police Clause legislation, put up the official road closure notices (issued by local authority).</p> <p>If road closure is issued under KCC Highways & Transportation legislation, then KCC will send you a notice.</p>
<p>Day Before Event</p>	<p>Check the site</p> <p>It is down to you to make sure that everything is set up properly and there are no hazards to the public.</p> <p>Establish Event Control</p> <p>Ensure you have team member(s) on site to manage the site build.</p> <p>Ensure you have security to monitor any equipment overnight.</p> <p>Erect any temporary structures and position concessions on your event site.</p> <p>Hold a Briefing for your Event Team.</p>
<p>Day of the Event</p>	<p>Hold final team briefing to include stewards / marshals SIA staff.</p> <p>Erect temporary road signage in accordance with traffic management plan, signage schedule and working on the highway risk assessment.</p> <p>Remove all traffic management as agreed by Kent Highways & Transportation at the end of the event.</p> <p>Ensure waste is disposed of at the site.</p> <p>You need to keep the area that you are using clean and remember the litter left by the people that come along is your responsibility!</p> <p>Debrief held to establish any lessons learned or amendments to be made to Event Management Plan for future use.</p>

Day After the Event	<p>Ensure that waste has all been removed including any local advertising.</p> <p>Remove all temporary signage and structures.</p> <p>Ensure the event site is left in good condition.</p>
Week after the Event	<p>Advise your Local authority on any issues with the event.</p> <p>Advise your local authority of any future events.</p>

Accessibility

Wherever possible, consider arrangements that will make provision for all people with special needs. These include individuals with mobility problems and sensory impairment including, blindness, deafness and deaf blindness. You should consider the points set out below when planning provision:

- Access
- Ramps
- Viewing Areas
- Public Information and Address systems
- Facilities
- Support
- Evacuation procedures
- Publicity
- Medical, ambulance and first-aid management

See this website for further guidance www.attitudeiseverywhere.org.uk

Access for Emergency Services

The emergency services require at least a 4 metre sterile corridor so that if necessary there is adequate clearance for an emergency vehicle to access.

Accidents and Incidents

Help and guidance on this can be found at the Health and Safety Executive website. <http://www.hse.gov.uk/toolbox/managing/reporting.htm>

Amusements, attractions, exhibitors and promotional displays

If you are planning to include amusement activities at your event, you should consider the following points:

- Appropriate siting of the activity within the venue
- Emergency access routes
- Crowd management issues
- Competence of the operator
- Health and Safety Requirements
- Power & lighting requirements

Ensure that any planned activities are included in the application made to the local authority.

If you are having other attractions/entertainment within your event, there is certain documentation you will need from them. Such as:

- A description of what they will be doing/providing, equipment that they will bring, space they will need, other requirements such as power, water, barriers, stewards etc.
- A risk assessment.
- Copies of their public liability insurances to the value of £5m, this includes voluntary groups, charities, societies etc.
- Test certificates for equipment such as fairground rides, inflatable's, temporary structures (staging), gas appliances, electrical equipment etc.
- If an attraction is of a technical nature, evidence that those operating the equipment are competent to do so.

Outside companies or organisations coming into your event, e.g., concessionaires, trade stands, fairground rides all come with standard documentation and they will consider it normal practice for you to ask for copies of these in advance of your event. These documents will form part of your overall risk assessment.

If anyone wants to be part of your event without the proper paperwork or doesn't provide it within a timescale that you set be prepared to say no. Remember the responsibility for safety rests with you and if legal action occurs because of an accident at your event **you** will be liable.

Barriers

Equipment at the site that might be a hazard should be fenced off, and some attractions will need barriers. Barriers are a useful tool to protect hazardous areas, direct visitors or to segregate different attractions. Barriers used to help manage crowds must be carefully planned as in the wrong place can themselves create a hazard, particularly during an emergency. You need to keep a check on these during your event and make sure they are kept safe for the public. The type of barrier or fencing you use is important and it needs to be fit for purpose (think of small children for example) – single rope barriers may not be acceptable.

There are many types of barriers available and for certain types of barrier you may need to ensure that trained and experienced staff are operating them. The erection of barriers on roads is subject to KCC Highways & Transportation and Highway Authority approval.

Bonfires

Bonfires can cause annoyance to residents and due to the risk of fire in hot dry weather, bonfires are not encouraged. Please remember that in general bonfires are not permitted on any foreshore area. There are no restrictions preventing bonfires upon private residential property as long as they do not cause nuisance to other people and the smoke does not affect highways.

Some considerations you should make when having a bonfire.

- Weather conditions
- Time of day
- Are neighbours likely to be in garden or have windows open?
- Are neighbours drying washing outside?
- Only burn dry material
- Do not burn household waste, tyres or anything containing plastic, foam or paint

Bouncy Castles and other inflatables

If you are intending to have a bouncy castle or any other inflatable at your event you need to ask the operators to provide the following documents: a risk assessment, a copy of £5 million public liability insurance, a method statement and registration documents if applicable.

Other important points to consider include:

- Check the condition of the inflatable to make sure it is in good condition and safe.
- The electrical apparatus or generator to the inflatable is fenced off.
- It must be supervised by a competent adult at all times.
- No children that use it should be taller than the height of its walls.
- It must be operated as per manufacturer's and operator's guidelines.
- Make sure it has a safety certificate and £5 million public liability insurance, held by the operator/owner.

- Please note that bouncy castles and other inflatables are not permitted on the highway.

Inflatables, such as castles, slides, domes etc. can be bought from a number of different manufacturers and suppliers in the UK, both new and second hand. They come in a wide range of sizes and shapes and can be designed for use by adults, children or both. They can also be hired by organisations or members of the public for parties etc.

The quality construction, maintenance and operation of inflatable play equipment can be extremely variable. Buyers, hirers and users should make sure they know what it is they are paying for; things are generally cheap for good reason! Health and safety law will apply to the supply, hire and use of inflatables for commercial purposes. It does not apply to private, domestic buyers and users.

Inflatables are great fun but accidents involving broken limbs and necks or the entire inflatable blowing away with people in it are not unheard of. A few basic measures can make all the difference to an event:

1. If you are buying an inflatable for work or renting one for an event, ensure it has been built to the current British Standard (BS EN 14960) and if it has, there will be a label on it saying so. If there is no label you may be taking a risk with the safety of those using it. Buyers should ensure they get an invoice stating that the inflatable has been manufactured to this standard.
2. The label will tell you when it was made, how many people can use it and what heights they should be.
3. After its first year and annually thereafter, the inflatable must be tested by a competent person to make sure it is still safe for use. A new unit should have an 'initial test' carried out at the point of manufacture to confirm it complies with BS EN 14960. The HSE supports annual examination by Inspectors registered with PIPA or ADIPS. Hirers should ask to see proof of this test.
4. Every inflatable should have at least 6 anchor points, though bigger ones will need more. The operator manual that should be supplied with the inflatable will tell you how many there should be. If there is no manual you cannot be sure how many tie down points there should be for safe use.
5. All the anchor points must be used, preferably with metal ground stakes at least 380mm length and 16mm diameter with a rounded top. Anchor points on the inflatable should have a welded metal 'O' or 'D' ring fitted to the end. If ground stakes cannot be used then a system of ballast using water or sand barrels or tying down to vehicles that will give at least the same level of protection should be used. Each anchor point should have the equivalent of 163kgs to give this. Beware of tripping hazards if you secure in this way.
6. Have a good look at the inflatable when it is blown up. The outer edges of the front step should at least line up with the centre of each of the front uprights. Under no circumstances should the width of the step be less than this. The whole unit should look symmetrical and those bits that should be upright, should be upright. If it looks misshapen or deformed there may be internal problems which may make bouncing unpredictable.
7. If there is an electrical blower with the inflatable this should be tested like any other portable electrical appliance. The tube that connects the blower to the bag should be at least 1.4m in length.

Making sure that the inflatable is run safely is equally important; the majority of injuries come from misuse. There should be constant supervision when the inflatable is blown up and it is strongly recommended that hirers ask for this to be provided as a condition of hire.

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Operating instructions should be supplied by the manufacturer or supplier and these should include at least the following:

1. Restrict the number of users on the inflatable at the same time to the limit in the manual or on the unit label. Don't exceed the user height limit given in the manual or on the unit label and keep bigger users separated from smaller.
2. Ensure users can get on and off safely and that there is safety matting at the entrance in case of falls or ejections. These mats should not be more than 2" in depth.
3. Users should not wear shoes, should take their glasses off if they can and pockets should be emptied of all sharp or dangerous items.
4. Users should not eat or drink whilst playing or bouncing and anyone obviously intoxicated should not be allowed on; they are a danger to themselves as much as to others.
5. Don't let things get too rough and don't let users climb or hang onto the walls. Don't let users try to somersault.

A properly trained supervisor will be aware of all of this and should be able to keep the inflatable running safely and make sure that no one gets hurt.

If you have any questions about any of this, further help can be found on the PIPA website or in British Standard BS EN 14960 - 'Inflatable play equipment – safety requirements and test methods.

Budgets

When drawing up your event budget please ensure that you have allocated sufficient funds to meet all event requirements, these should include but are not limited to: stewarding, barriers, equipment, signage, first aid provision and traffic management.

Camping

Camping or overnight accommodation is rarely if ever permitted on public open spaces or amenity sites in this district. If this is a requirement of your event you should bring this to the attention of the local authority at the earliest possible opportunity.

Carnivals & Processions

If your event includes a Carnival or processional element which will use the public highway, please ensure that you give a minimum of 12 weeks notice for any Temporary Road Closures to be put in place.

For processions on foot consider:

- Safe assembly and dispersal areas off the public highway
- The length & duration of the procession route, especially with very young or elderly participants.
- Pinch points, where roads / access narrows
- Check the route for bollards, trip hazards and height restrictions/ low cables.
- Adequate stewarding of the procession.
- First aiders on foot following on
- Provision for water distribution on hot days

- Carnival committees may want to restrict access to alcohol on floats. It is advised that the consumption of alcohol whilst in the procession should be prohibited. Alcohol cannot be sold without a licence. If given away, it must not be given to persons under the age of 18.

For processions with vehicles consider:

- Vehicles must be roadworthy, have a current MOT certificate and be taxed.
- Vehicles must be insured for use in a procession (if in doubt check with vehicle insurers)
- Any added structures are secure and safe
- Floats are accompanied by a marshal on each side of the vehicle to ensure children do not run out under the wheels, commonly to collect money that is traditionally thrown.
- If coins are traditionally thrown onto the floats protective netting should be used to prevent those on the float being struck.
- Participants travelling on or in the vehicles can do so safely through the provision of fixed seating, safety belts, or grab bars
- Planned route allows for the safe passage of large vehicles in the procession
- Carnival committees may want to restrict access to alcohol on floats. It is advised that the consumption of alcohol whilst in the procession should be prohibited. Alcohol cannot be sold without a licence. If given away, it must not be given to persons under the age of 18.

For procession with pedestrians and vehicles consider:

- Overall speed of procession must be at sensible walking pace
- Ensure a minimum of 5 metres safety distance between vehicles and pedestrian groups
- Carnival committees may want to restrict access to alcohol on floats. It is advised that the consumption of alcohol whilst in the procession should be prohibited. Alcohol cannot be sold without a licence. If given away, it must not be given to persons under the age of 18.

Child & Vulnerable Person Protection/Safeguarding

Provision for children at an event should be considered even where the event is not specifically aimed at them, as they may accompany family members. You should consider the following points:

- Care of children at dedicated play areas including number and ages of children, and nature and suitability of children's activities provided.
- Children with special needs
- Rides, amusements and outdoor play equipment
- Events involving early teenager audiences
- Child protection
- Lost Children provision and requirements of stewards

As the organiser, you have the responsibility to safeguard the children and vulnerable adults that may attend your event. All children have the right to protection and this should be taken into account.

Lost and Found Child Procedure – guidance only from Kent Police

All staff to be briefed prior to event with the following guidelines.

- Accommodation - allocate a central point to accommodate lost or found children/persons. Do not advertise this as a missing person post, but what it actually is, i.e. Control, or first aid tent
- Staffing - it is good practice to have two people to care for any found child, and both ideally will have been DBS (*Disclosure Barring System*) checked.
- General Care Guidelines
 - Children should not be left in the sole care of one person.

- No food or drink, except plain water should be given to children/vulnerable adults in case of allergies.
- The person claiming a child should complete a form to include their name and address and relationship to the child and will show a form of identification, always bearing in mind that if the child is unsure or reluctant to be taken by the person collecting them, then further confirmation will be required of the relationship to the child/ person before handing him or her over. The person should be a competent adult.
- All Staff looking after children are expected to:
 - Respect the wishes of a child as you would an adult, you must not impose yourself on them
 - Remember that children regard adults as role models and ensure your behaviour, language, gestures etc. are appropriate and above reproach
 - Prevent any other member of staff or member of public from putting any child in a situation in which there is a significant risk to their health and safety.
 - Be prompt, calm, assured and professional

Lost Adults (i.e. an adult who has become separated from their family/friends/guardian)

Lost adults who become detached from their friends or family will either make themselves known to staff or a staff member may become aware of them. A procedure should then be in place to assist people with linking up with the other members of their party. i.e. 'The staff member will make a call to the Control in case the person's friends or family have already made contact. A brief search of the area can be carried out with the lost person to assist in locating friends or family. If the immediate search is unsuccessful the staff member can then escort the lost person back to the lost person allocated area, where the Control will be informed and take appropriate action, i.e. assist with making phone calls or a public announcement, if appropriate.

Found child (i.e. a child who has become separated from their parent/ guardian)

If a lost child is discovered by any staff member this must be reported immediately to control. The following procedure is a recommendation only:

- The child will be taken to the designated lost person point and two DBS checked staff members called to attend to look after the child. The child will be reassured and the following questions will be asked to gather more information:
 - Ask their parents/ guardians names
 - Ask if they know any contact numbers for the persons they were with or other family members/ friends that may help
 - Ask where and when they were last together
 - Ask what they were doing to help you identify where the parents might be
 - Ask what the parents are wearing
 - Ask if they know what the parents plans were/ are
 - If child is calm and it is appropriate to do so, further details may be obtained, such as address and other relatives details.
- An announcement can be considered to be made from the PA asking their parents/ guardians to go to the designated meeting point. The name of the child must not be announced over the PA or radios. i.e. 'Can Mrs Brown attend the control point'
- A search system can be considered to look for the relatives of the found child if appropriate

Missing People

When a person has been reported as lost/missing the following details of the missing person are to be obtained, recorded and passed to Control by an agreed communication system:

Name and age

Male or Female
Ethnicity
Hair Colour
Height
Glasses (Yes/No)
Colour and type of clothing
Length of time missing
Circumstances under which went missing
Area where last seen
Does the individual have a mobile phone, if so what is the number
Is the individual disabled or does he/she have Special Needs
Any other vulnerability
Any other identifying features
Anywhere the missing persons favours to go/ is likely to go or people they may contact
What the missing person enjoys doing
Any medication

If the missing person is a child this incident takes priority. Parents, accompanied by a steward/ member of staff, should remain in the area where the child was last seen. Control will pass the relevant information to all staff via agreed method of communication. All staff should undertake a search of their areas. In perimeter areas, staff are asked to report on any such child leaving the event site and if necessary stop anyone they think might be the missing child from leaving.

Consideration to be given to closing event exits until thorough search is carried out and missing person found

Consideration is to be given to preventing any vehicles leaving the event without being searched

Consideration to be given to gridding maps and searching by grid plans as agreed at a briefing.

Once a child is located he or she is to be reunited with his or her parents/ guardians and full details to be recorded.

Once a missing person has been found, Control will advise all staff who will resume their normal duties.

Police should be contacted after 20-30 minutes of a person being reported missing in all circumstances – immediately if considered vulnerable

Always contact the Police 'immediately' in any of the following circumstances:

- If the child/ missing person has made any allegations
- If there are any concerns for the missing/ found persons welfare
- If the found person is hesitant or unwilling to go with the person collecting them
- If the person reported missing is considered vulnerable in any way

Communication at the Event

Communication is critical! If there is an emergency or someone needs a hand - make sure that you have a suitable method of communication in place so that the key stewards can keep in touch. A manned base is a good idea so that it is clear where people can go if there is a problem. If you have a large or major event think about a PA system, which can be useful particularly if there are any lost children, as well as announcing information.

To effectively manage your event use stewards or marshals and ensure that there is two way communication. Apart from very small event sites this is often done using two-way radios, but

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conversations can be overheard so mobile phones are also used for more critical conversations. It is important to source this equipment well in advance of the event and check that it works effectively at the event site. You may also need to provide earpieces if the event or areas of the event are particularly noisy. You will also need to train marshals in the use of your communication system.

It is important to use unambiguous language and avoid acronyms and jargon where possible. Where they are necessary, provide a glossary of terms to ensure that all parties are able to interpret the information in the same way.

Pay attention to labelling features on maps and version numbers on site plans as this avoids delayed responses, misdirected resources, and communication channels being blocked with requests for clarification.

Where possible, plans should identify who is responsible for specific tasks. Consider appointing a coordinator as a single point of contact, to receive, collate, cross-check and spread information about radio-channel frequencies, call signs, phone lines, alert cascades, contact lists etc.

Everybody should be aware of who is in charge, who is providing information and instructions and by what means these will be given (radio, mobile phone, in person etc.).

Public information is a key aspect of event planning. Well-informed members of the public are less likely to be frustrated, aggressive or obstructive. Consider what information the audience will require if the event is cancelled, delayed or shortened.

Communication channels may include:

- Publicity material and tickets
- Local media, especially local radio
- Route-marking
- Signs
- Notices, information displays
- Screens
- Face to face contact
- Emergency public announcements
- PA systems

You should also consider how information could be conveyed to sensory-impaired individuals.

Summary of key points for emergency announcements:

- Early warning & timely information is essential
- Persuasion time should be added to movement time
- Clarity and quality of announcement delivery are crucial
- Consider whether an audience may respond better to an empathy figure
- Live, directive messages are more effective than pre-recorded
- The nature of the problem should be given where possible
- Announcements should be reinforced by message displays, where possible
- Key items should be repeated and the audience advised that messages will be repeated

Contingency Planning

Some larger scale events will require full contingency plans but it is worth considering worse case scenarios in all cases

For example:

- What to do if there is inclement weather and how that affects your event
- Stage or other temporary structure collapse
- Overcrowding
- Major accidents
- Plan for cancelling event if needed due to weather or poor take-up
- Effects on budget

The consequences of a major incident at an event could be catastrophic and it is important to plan for such an occurrence. Such a major incident normally requires a multi-agency approach. You, as the event organiser in partnership with the police, fire authority, local authority, local emergency planning officers, the Ambulance and Hospital Services, stewards and first-aiders may all play a part. It is, therefore, important that duties are clearly identified and that responsibilities are agreed and understood at the planning stage.

You should therefore consider what could go wrong on the day and draw up an Emergency Plan to deal with any contingency. In preparing your emergency plan, it is useful to consider the following points:

- Identification of key decision-making individuals
- How you would stop the event
- Identification of emergency routes and access for emergency services
- How would people with special needs be impacted
- Identification of holding areas for performers, workers and the audience
- Details of the script of coded messages to alert and 'stand down' stewards
- Alerting procedures
- Public warning mechanisms
- Evacuation and containment measures and procedures
- Details of the script of public address (PA) announcement to the audience
- Identification of rendezvous points for emergency services nearby but outside the incident area
- Identification of ambulance loading points and triage areas
- Location of hospitals in the area and identification of routes to them
- Outline of the roles of individuals and contact details

The purpose of your plan is to provide a flexible response whatever the incident, conditions or resources at the time.

The Plan should include:

- The action to be taken in the case of any of these emergencies occurring
- Who will take action?
- A clear statement that describes the point at which during an incident, control is transferred from the Safety Officer to the emergency services
- How you will let the right people know about the emergency using a detailed communication list containing relevant telephone numbers and radio call signs

It is important that the Emergency and Evacuation Plan is discussed and agreed with the emergency services and that they are given a copy of the finalised document. A template for the emergency and evacuation plan is available for you to use on request from the emergency planning officer at the local authority. Once an event has begun, unscheduled stopping of the event could present serious difficulties, and therefore such an eventuality should be pre-planned as far as possible.

Control Room

Consider setting up a control room on the site to:

- Monitor the event, giving an early indication of any problems
- Control any incidents
- Direct resources to deal with any problems
- Act as a base for any communications systems
- Act as a base for lost/found children/vulnerable adults

The control room should be constantly staffed during the event and provided with a telephone.

Crowd Management

Many aspects of your event can have a direct impact on crowd behaviour, such as:

- Design of venue to allow for crowd movement within the site
- Number of people attending
- Positioning of crowd control barriers and fencing
- Ensuring the right amount of facilities are available
- How messages are communicated with the public
- Who will be attending? (Think about age, where they are coming from, behaviour - each age group brings its own demands and risks).
- Character of the performers and their activities

The following points should be considered:

- Entry and exit of the audience
- Opening time
- Crowd pressure at the entrances
- Opening the entrances and arrangements for the front of stage area
- Ticketing policies
- Admission policies (in particular, alcohol)
- Searching policies
- Crowd Sway/Surges
- Stewarding/marshalling
- Is security required?
- Has the event been held before? What can you learn from previous experience?

Damage

As the event organiser, you are responsible for making sure that the site is returned to its original condition. This also means you must make good any damage caused at your own expense. Your local authority may charge you a damage deposit when hiring council land.

Electrical Installations and Lighting

If you need a temporary supply of electricity for your event, you need to make sure that:

- All the wiring must be installed by a suitably competent electrician in a safe manner who should give you a written certificate to prove that this has been done
- That the supply is protected by suitable earth fault device (Residual Circuit Breaker (RCB) of maximum 30 amp per trip)
- There are the correct types of connectors for external conditions, cables should be the correct standard with no damage to the insulation
- Supply cables must be positioned safely, to ensure that they will not suffer physical damage e.g. through door openings, across surface of walkways/roads
- Cables should be positioned to ensure they do not cause trip or other hazard

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- The safety standard of the installation should be at least that of the current 17th Edition of IEE Wiring Regulations
- Any generator should have a certificate with it to show that it is electrically safe. A safety fence must surround the working parts of the generator.

Any electrical equipment used at the event must be in a safe condition and be suitable for that type of use (i.e. in the open air where it may be subject to wet weather). Rubber matting should be used to protect cables from weather and to prevent tripping.

Electricity can cause serious injury or death to performers, workers or members of the public if the installation is faulty or not properly managed. The following points should be considered when designing an installation:

- The location of any existing overhead power lines or buried cables
- The total power requirements for the site
- Access to a network power supply
- The use of generators
- Earthing
- Positioning of temporary overhead or underground cables
- The location of the stage(s)
- The main isolators controlling the electrical supplies to stage lighting, sound, special effects, emergency lighting and lifting equipment
- The location of mixer positions
- Special power supplies for certain equipment (e.g. imported from US)
- Power supplies required for portable tools etc.
- The electrical requirements for emergency lighting and exit signs
- Power supplies for catering, first-aid posts, control room

All electrical installations and equipment must comply with the Electricity at Work Regulations 1989.

A temporary electrical installation report should be completed before any event commences.

Environmental Health

Environmental Health can advise on noise, health and safety, food and welfare at events. Some or all of the points below may apply to you event:

- Residents in the immediate area shall be notified in advance by means of a suitable leaflet giving the date and times of the event and a named person (with telephone number) to contact if any complaints arise.
- The named person's contact details may be passed to the Out of Hours Standby Service prior to the event.
- All amplified music will finish no later than the times specified by your local authority.
- Music from other sources, such as from food retailers, camping or fairground rides, may not be permitted.
- All diesel generators must be sited, where possible, away from noise sensitive areas.
- If you are having food traders, you are advised to contact the team for their advice. For large events, separate, suitable and sufficient provision for toilet facilities for food handlers should be provided. Guidance can be found in the HSE 'Purple Guide'
- When using food traders at your event, the event organiser must submit specific information to the local authority for review. See *Food Safety* section.

General, structural and legal advice regarding food businesses is available at www.food.gov.uk/enforcement/enforceessential/startingup/

Fairground and Amusement Rides

If you are having fairground and children's rides it is up to you to make sure they are operating safely. When you book a fairground and or amusement rides you must obtain copies of all current mechanical inspection certificates (called A.D.I.P.S) and their £5 million public liability insurance certificates plus a risk assessment for each piece of equipment. It is a good idea to have a list of the equipment that will be at the event so you can use this to check the documents against it. Please provide your local authority with the A.D.I.P.S numbers and corresponding names of the rides, so that the events coordinator can check online that the documentation is valid and in date.

Fairground and Amusement Rides must be under the supervision and control of a competent adult at all times. When they are busy it is a good idea to have extra people with the operators. Once the equipment is installed make sure that your Safety officer inspects the 'set up' so you are happy that there are no obvious hazards. Make sure you have extra fencing available just in case you need to create barriers around rides and generators if this hasn't already been done.

Festivals

You need to consider that psychoactive substances may appear at a festival type event and you should have measures in place to prevent the use and distribution of these substances. Tackling drugs at music festivals requires a multi-disciplinary approach which includes health messaging, education and enforcement and action on the part of organisers. As you make your preparations for this year's event, please review the measures you put in place to ensure that your festival is as safe an environment as possible to help protect the public, especially young people, from the potential harms and risks of all drugs. You may want to consider:

- Adopting a 'no legal-high' policy towards new psychoactive substances as a condition of entry to the festival site.
- A communications campaign to make festival goers aware of the risks and dangers with taking illegal drugs and new psychoactive substances or so called 'legal highs'.
- Referring anyone seeking information on the risk of taking illicit drugs or new psychoactive substances to the FRANK website (www.talktofrank.com) or the confidential helpline (0800 77 66 00).
- The information in the 2012 FEWS annual report which provides results on the analysis of samples tested during the period of January 2012 and March 2013. www.gov.uk/government/policies/reducing-drugs-misuse-and-dependence
- Updating the Home Office FEWS project with any evidence or information on new psychoactive substances or 'legal highs' that you encounter so other festival organisers can be informed. If you are interested in learning more about the Home Office FEWS project please contact officials on 020 7035 5338.

Fire Safety

A fire risk assessment must be completed to assess the risk of a fire occurring at the event, who might be affected and how this risk will be controlled. People should be able to walk to safety along a clearly recognisable route by their own unaided efforts, regardless of where a fire may break out at the venue. Carefully consider arrangements for people with disabilities.

People will often try to leave the site the way they entered. Where this is not possible because of the position of the fire or smoke, stewards should be trained to route people away from the fire to a place of safety. Ensure that:

- The number and size of exits in fences are sufficient for the number of people present and are distributed around the perimeter
- Exits and gateways are unlocked and staffed by stewards throughout the event; and
- All exits and gateways are clearly indicated by suitable signs, illuminated where necessary.

Consideration should be given to the following aspects when planning for fire safety for an outdoor entertainment:

- Marquees and large tents
- Stairways
- Ramps
- Exits
- Doors on escape routes
- Fastenings on doors and gates
- Self-closing devices for doors
- Exit and directional signs
- Normal and Emergency lighting
- Fire-fighting equipment
- Special risks
- Means of giving warning in case of fire

The minimum width for access of emergency vehicles is 3.7 metres, which can be reduced to 3.1 metres at any pinch points such as gates.

Comprehensive guidance on completing a fire risk assessment can be found in the publication *Fire safety risk assessment: outside events and venues* available as a download from the HSE website (www.hse.gov.uk) or go to <http://www.kent.fire-uk.org/> for more information.

Firework Displays

Fireworks and pyrotechnics will need specialist advice. You can get this advice from the Fire Service, through the Local Authority Safety Advisory Group.

If the display is going to take place on local authority land it must be done by an established Firework Company who are Members of the BPA and hold a current licence certificate (HSE 1974 Safety Procedures for Public Firework Displays or similar). It is your responsibility to get the necessary permits before the event. Firework companies will expect to give you a detailed risk assessment and present their public liability to the value of at least £5 million – usually £10 million.

The footprint of the display must include an appropriate firing, drop and safety zone of sufficient size for the category of fireworks used and in accordance with current codes of practice. These zones need to be fenced off and marshalled in accordance with current guidance and at all vulnerable points to make sure the public stay safe.

Organisers must be clear with firework operators where their responsibility starts and finish. Most operators will provide plans of the different zones, but only manage the firing zone. Spectator areas and the protection of the safety and drop zones usually becomes the responsibility of the organisers and must be taken into consideration in the planning process.

The weather can have a huge impact on the safety of a firework display and you should get advice from the operator (whose risk assessment should cover this element) as well as from the Fire Service about this possibility.

All firework displays must meet defined criteria by the Civil Aviation Authority (CAA).

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First Aid

If you have a small, medium or large event it is essential that you have qualified first aid services and depending on the size of your event, ambulance cover.

The First Aid provision needs to be suitable for the number of people expected to attend and for the type of event. Plan the provision of medical ambulance and first aid services in consultation with the statutory services and appoint a competent organisation to provide medical management. St John's Ambulance and the Red Cross have set guidelines for provision based on your estimated attendance and will charge for attending.

The following gives a guide to the minimum provisions:

No of people attending	No of first aiders	No of first aid posts	No of ambulances
Up to 500	2	1	-
Up to 3,000	6	1	1
Up to 5,000	8	1	1
Up to 10,000	13	2	2

The first aid post should be clearly signposted and provided with easy access for spectators and an ambulance at all times. Where an ambulance is required, a parking area should be provided close to the first aid post with a clear exit from the site. Make sure that all persons assisting at the event know where the first aid post is and, where appropriate, the identity of the first-aider. Locate the nearest telephone box, provide access to a telephone or provide mobile phones.

Consider the following points when planning for this aspect of the event:

- Named manager
- Specific and exclusive routes for emergency vehicles
- Maintaining Cover
- Helicopters
- Communications
- Documentation
- Medical, ambulance and first aid provision
- First aid points
- Clinical Waste
- Liaison with Welfare Services

First Aiders, ambulance and medical workers should:

- Be at least 16
- Have no other duties or responsibilities
- Have identification
- Have protective clothing
- Have relevant experience or knowledge
- Be physically and psychologically equipped to carry out their assigned role

At the very least for a small event, make sure that basic services needed for first aid are available, such as a first aid box, water, light and that the designated area is clearly marked.

All first aiders must have current first aid certificates. **Please note: first aid at work no longer qualifies for events.**

Flyposting

Flyposting is not permitted within the Maidstone Borough area and will be removed. Some advertising may also need planning permission. Anyone caught fly posting can be issued with a Fixed Penalty Notice.

Food, Drink and Water

If you are having any barbecues or similar, there might be hazards from the use or storage of fuel. Please seek advice from your local Environmental Health Team, through the Local Authority Safety Advisory Group.

Cooking facilities in general have a higher risk of fire so where they are located is an important thing to consider. Think about how the emergency services would reach an area where there was a fire, will it have an effect on escape routes or exits, how close it is to other flammable or ignition sources and whether there would be lots of LPG cylinders stored close to the cooking.

Food outlets often have queues so have a think about whether a long queue would interfere with other attractions, circulation routes and exits.

If traders are using gas appliances, these should be tested annually and have a certificate, which should be provided to you with their risk assessment.

Make sure that any hot food traders at your event, provide you with copies of their risk assessment, £5 million of public liability insurance, their registration documents and their food hygiene certificate. Speak to Environmental Health for more advice.

Food poisoning is at best unpleasant and at worst extremely hazardous to health, particularly for older people or young children. It is preventable by following some simple rules and planning ahead. When using professional caterers, ensure they are registered under Food Safety Regulations and ask for written evidence. Caterers must have received some training in food hygiene that should ensure that they are providing and preparing food that is safe. This applies even if food is being given away.

You should ensure that consideration is given to the following points:

- Provision of an adequate supply of free drinking water
- The use of Liquid Propane Gas (for Catering Installations)
- Electrical Installations
- Fire Fighting equipment
- Alcohol and bar areas
- Effects of using or bringing glass on site

Where it is proposed that patrons bring their own refreshments, publicity material should stress no naked flames, as this may present a fire hazard.

Food Safety

If you are having food traders, you are advised to contact Environmental Health for their advice. As the event organiser you have responsibility for checking your food vendors and submitting the correct information. For large events, separate, suitable and sufficient provision for toilet facilities for food handlers should be provided with hot and cold water, soap and hand drying facilities.

When using food traders at your event, the following information must be submitted before your event for each of the food vendors:

- The Business Name and Registered Address of the Business
- The name of the Local Authority that the business is registered with.
- The Food Hygiene Rating Score for the business (if they have been inspected)
- The name of the person(s) working and a copy of their basic food hygiene training certificates for each stall/mobile.

Such information is necessary so that checks can be carried out on those food businesses to ensure that they are a registered food business and they have a suitable food hygiene rating e.g. between 3 and 5. It is vital that the information is received within a sensible time frame so that there is an adequate window for inspection.

Food Safety Guidance

- If this event is occurring on an annual basis where foodstuffs are provided to the public the event organiser should be registered as a food business operator. A food business registration form can be obtained from the following link: - <https://www.gov.uk/apply-for-a-licence/food-premises-registration/maidstone/apply-1>
Once completed the form should be returned to this department.
- Should external caterers be used at your event, we require further details on their business operating name, address and name of local authority which they are registered with. We advise that you check that event caterers are compliant with Food Hygiene legislation by viewing their Food Hygiene Rating Score available online at: <http://ratings.food.gov.uk/>.
- Food handlers should be supervised/instructed and/or trained in food hygiene matters commensurate with their work activity. Normally we look to see that the person overseeing the preparation of food has a Level 2 food hygiene qualification (previously known as the Basic Food Hygiene Certificate). It is then expected that the person with the food hygiene training will oversee and supervise all persons preparing foodstuffs and will therefore cascade food hygiene training to all persons. Food hygiene courses are available on-line or from providers offering a classroom environment.
- The event organiser should ensure that the following checks are carried out by food handlers during the event and whilst the foodstuffs are being prepared at a domestic property:
 - Visual checks of cooked food are completed along with random spot checks using a probe thermometer to obtain the core temperatures of the food. We advise that core temperatures of the food should reach at least 75°C and I recommend that some spot checks using a probe thermometer are documented. Probes should be disinfected between use.
 - Food storage temperatures e.g. fridges/freezers/cool boxes should also be checked and documented; (Fridge temperatures should be maintained between 0-8°C. Freezer temperatures should be maintained at -18 °C and above.)
 - Hot water, soap and hygienic hand drying materials (e.g. paper towels) should be available for hand washing purposes of the food handlers during the event. Note: antibacterial gel for use on its own would not suffice.
 - Anti-bacterial spray along with hot water should be used to clean down food preparation work surfaces. Effective cleaning is essential to get rid of harmful bacteria and stop them spreading to food. Disinfection can be used to destroy bacteria from surfaces. However, chemical disinfectants only work if surfaces have been thoroughly cleaned first to remove grease and other dirt. To ensure effective disinfection there is a two-stage process:

- Use a cleaning product to remove visible dirt, food particles and debris, and rinse to remove any residue
- Apply disinfectant using the correct dilution and contact time, according to the manufacturer's instructions, and rinse with water.
- Separate tongs, chopping boards and other equipment should be available for handling raw and cooked foodstuffs
- Separate containers/cool boxes should be used to ensure that raw foods are separated from cooked foods.

(Please note: all of the points raised above should be highlighted in the event risk assessment).

Generators

If there is no power supply on site and you need electricity for your event, you will need to hire a generator. It is safer to supply one or two large generators for the whole site that can be easily controlled and often don't need refuelling for day events. These are modern, diesel and silent running.

Allowing smaller petrol generators on site increase the risk as it is harder to control their condition, the storage of fuel, where they are placed, how they are refuelled etc... Generators must be hired from a reputable company and if any spillages happen they must be cleaned up immediately. Generators should be fenced and have a CO₂ fire extinguisher kept within the fencing.

Information and Welfare

Providing information and welfare services at an event contributes both to the safety and wellbeing of the audience and helps you as the organiser to identify any breakdown of services or facilities on site.

Ensure that the roles and responsibilities of information and welfare workers are established in advance, and brief stewards and emergency services of the nature and extent of information and welfare services provided.

Locate information and welfare services in suitable accommodation, well sign-posted, easily accessible and properly lit.

You may also wish to consider provision of the following:

- Meeting point and personal messages
- Public telephones and other public services
- Lost property point
- Left luggage/lock ups
- Support for vulnerable members of the audience

Insurance

For any event, we ask for Public Liability Insurance cover for a minimum sum of £5 million, that's valid for the date of the event. It is the event organiser's responsibility to obtain the appropriate event insurance.

Any event on public open space, in an amenity area or part of the Highway it is a condition of use that you hold third party liability insurance cover to the value of at least £5 million pounds. You will need to ensure that the policy is sufficient to cover the type of event being planned.

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Think about cancellation cover! Special measures should also be implemented should large amounts of cash be accumulated at the event.

If you are employing outside contractors always check their insurance cover as well. It is also advisable to check the Health and Safety policy statements of any contractor you employ (businesses with 5 or more employees are required to have one by law), their risk assessments for the tasks to be carried out, and the systems of work or method statements which have been put in place as a result of these assessments to ensure they will be working safely.

Land Hire

- If it is land owned by the local authority, you will need to get permission from the local authority. If it is private land, please contact the owner.
- As an organiser you must contact the local authority to enquire about the availability of the land before proceeding.
- If the land is available, the date will be held provisionally and you will be sent an events package which includes an Event Notification Form, Event Management Plan and Risk Assessment templates and the conditions of hire.
- The sooner we know about your event the better, in some cases there may be a requirement for a minimum amount of notice.
- You then need to submit your event notification form, full payment, risk assessment, event management plan, site map, public liability insurance and all other supporting documents to your local authority.
- Your submitted application will be shared with members of the SAG who will give their comments and advice. You will receive these comments so that you can make any revisions or adjustments to your event plans and paperwork. As an event organiser you may be required to attend a SAG meeting.
- Once all paperwork is received and approved, you will be given permission to occupy council land.

Licensing

The Licensing Act 2003 came into force in November 2005 and changed the existing laws relating to public entertainment, indoor sporting events, indoor or outdoor boxing or wrestling events and the sale of alcohol. The following licences are needed:

- A Premises Licence will be required where any of the above activities are going to take place. The exception to this rule is for small events that last no more than 168 hours and have no more than 499 people attending at any one time. In these cases the applicant can give a Temporary Event Notice (TEN) to the Licensing Authority. There are limits on the number of TEN's that can be applied for. Where alcohol is to be sold in connection with a premises licence there must be a Designated Premises Supervisor (DPS) named on the licence.
- Licence holders, the Licensing Authority and other agencies such as the police, fire service, and health and safety enforcing authority, must all act in a way that promotes the four Licensing Objectives required by the Act.
- The Licensing Authority (the local authority) will deal with all of the licenses listed above.
- The Act creates Responsible Bodies, who have a role in the application process and can make representations to secure conditions that relate to the Licensing Objectives.

The Responsible Bodies are:

- The Police
- Licensing
- The Health Authority

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- The Fire Service
- The Area Child Protection Committee
- Trading Standards
- The health and safety enforcing authority for the land or premises concerned
- The Environmental Protection team of the relevant District
- Development Control (Planning)

The four Licensing Objectives are:

- Prevention of crime and disorder
- Prevention of public nuisance
- Public safety
- Protection of children from harm

Further information can be sought from the local Licensing Authority, however it should be noted that the Licensing Authority can only give information and advice regarding legal requirements and the licensing process. The Licensing Authority cannot give specific legal advice to applicants regarding their specific proposals, which might conflict with its role as the Licensing Authority. Where specific legal advice is required, applicants must seek independent legal advice, or information should be sought from the relevant responsible body.

The following are exempt from licensing under the Act:

- Genuinely private functions
- Live television and radio broadcasts.
- Garden fêtes and similar not for profit activities.
- Music or plays associated with religious services or meetings.
- Morris dancing or similar
- Entertainment on a moving vehicle.

For more detailed licensing information you should contact the Licensing Department at your local authority.

You might also need a licence for:

- Selling foods or goods on a public highway;
- Charity and street collections; and
- Lotteries and/or raffles

If you have any doubts at all, please contact the Licensing Department.

Light Displays - Laser or other specialist entertainment display

There are risks associated with the operation of lasers therefore special precautions need to be taken. Please talk to our, Environmental Health team and the Fire Service throughout the planning and operational stages of your event.

Any other displays that use vehicles, flames, guns, etc. may need special licences and also special precautions such as barriers, according to the hazards and risks that are likely to occur. The Events Safety Advisory Group can advise you further on this.

All light displays must meet defined criteria by the Civil Aviation Authority (CAA) and the Airspace Utilisation Section (AUS).

Marketing and Publicity

Thought should be given to how you market your event. It is crucial that you promote your event so that you let as many people as possible know about it. Clarity of information on posters and handouts, press release, social networking sites, radio and press listings, will go a long way to informing the public about your intentions. Items to consider for inclusion are:

- Location and timing
- Parking
- Transport links
- Disabled access
- Age restrictions
- Warnings regarding special effects (e.g.; strobe lighting)

If you are giving out leaflets, you must make sure that you display them in areas with a lot of footfall, but make sure that you ask the owner of the building first – otherwise this is fly posting. Advertising on the highway, attaching posters to road signs, lamps columns etc. is not permitted by KCC Highways.

Social media is a great way to tell people about your event, however be careful! Advertising too freely on social media can mean numbers get out of control. How will you manage the crowd if numbers are much higher than anticipated?

Markets

If you wish to put on a market you may need a Street Trader Consent which you will need to apply for from your Local Authority Licensing Department.

Merchandising and Special Licensing

You should consider the following four aspects when planning for merchandising:

- The facilities, including structure of stalls & stands
- Space requirements
- Setting up, dismantling and operation of the stall or stand
- Items for sale as merchandise, which should not breach any licence requirements, trading standards, and copyright or trademark regulations. If in any doubt about whether or not a proposed merchandise stand should be registered or licensed, please contact the licensing team at your local authority.

Music

If you are playing live or recorded music at your event you are responsible for arranging a permit for the music at your event (www.pplprs.co.uk).

You will also need to apply for a Temporary Events Notice. You need to state what type of entertainment and music you are providing (live or recorded) clearly in your event management plan.

Noise

Many outdoor events, particularly those held during the summer, include noisy activities. These may include music, fireworks, public announcements and generators. Most events like this are occasional, but when events occur regularly at the same site, noise can be annoying to local residents. Those that organise events need to consider noise disturbance when they plan an event. Our Environmental Health department are happy to offer advice and answer your questions.

Have a think about the following when organising your event:

- What type of music will be played – is it live or recorded?
- Where will the music be played?
- What time will the music be played and for how long?
- Where are the nearest houses?
- What time have you planned your firework display for?
- How noisy will your fireworks be?
- Will your fireworks disturb pets, horses or livestock?
- Have you advised and/or invited local residents?
- Where will you put your fairground?
- Will the noises of rides clash with other music noise?
- Has the amusement operator been informed of any noise issues?
- What time will you be operating the rides and for how long?
- Is your PA system volume controlled?
- How often are you planning on using your PA system?
- Can your PA only be heard in the area it is needed?
- Do you need a generator – can mains be supplied?
- Can you provide temporary shielding for your generator?
- Have you got a good silencer on your generator?
- Will the generator be away from any houses and only used as necessary?

High sound levels present a risk to hearing, for both those working at an event and for the audience, and may cause a nuisance to individuals living in or working at neighbouring properties.

High levels of vibration may also affect the integrity of temporary and permanent structures both on and off the site.

In planning your event, you should keep in mind the impact of sound and vibrations on workers, audience and neighbouring properties. Consider the following points:

- Noise assessments
- Controlling sound and vibration levels
- Monitoring sound and vibration levels throughout the event
- Time when sound will have impact including sound checks
- Effects of noise on workers at the event

As part of the arrangements, you may be expected to appoint a noise consultant, who will take responsibility for the monitoring and control of sound and vibration levels, in accordance with the guidance set out by the local authority Environmental Health Services.

Performers

Performers have responsibilities with respect to both the safety of the audience and workers, and could be held directly responsible for injury arising from their behaviour, or not keeping to the published schedule.

Consider the following points in planning your provision for performers:

- Performers areas and accommodation
- Security of performers
- Performers help in emergency planning

Police

Kent Police does not have the authority to approve or ban public events and their powers to regulate traffic for such events are extremely limited. The police have no general duty to preserve public safety at public events, except where there are imminent or likely threats to life.

Concern for public safety as well as those who may in any way be affected, is a responsibility of the event organiser. This includes avoiding damage to property, fear or alarm to the public, disruption to the local community and ensuring that human rights are not infringed.

For guidance go to:

http://www.kent.police.uk/advice/events/managing_events/managing_events_and_fox_hunts_hunting.html

There should not be any initial presumption of police presence at an event.

Public Entry and Exit (including vehicles and car parking)

Arrange separate vehicle and pedestrian entrances/exits to the site and arrange entrance queues that do not obstruct access or nearby road junctions. When there is a limit on the number of people that can be accommodated at the event, make sure the entrance is well stewarded and that an accurate form of head counting is operated to prevent overcrowding on site and at exits.

This is important at indoor venues. If you are hiring a venue the owner/operator should have already completed a fire risk assessment, ask to see it and make sure you're happy with how fire safety is managed, the maximum occupancy levels suit your needs and that the provisions for escape are adequate. You will need to discuss how escape will be managed and what aspects you and the venue operator will be responsible for. There may also be some conditions on activities that will need to be adhered to.

Outdoors, provide at least two pedestrian exits from the site. The number and size of the exits should be large enough to permit an orderly evacuation from the site in under 8 minutes. Exits should be not less than 1.5 m in clear width (which will allow up to 1000 people to pass through in 8 minutes), spaced well apart around the site, clearly marked, kept free from obstructions and well lit where the event is likely to last beyond dusk. Site any car parking well away from the pedestrian areas of the site. Clearly signpost the parking area and do not allow cars to be parked anywhere else. If you are having car parks you need to design and steward them to control risks such as cars reversing.

Public Military Event (PME) Form

If army serving personnel are attending an event (not required for cadets or non-serving persons), the event organiser must request that the army supply and complete a PME form. This is then sent to the police for review and to determine if police engagement is required.

Risk Assessments

Safety is fundamental to the success of your event. You must understand that as the event organiser, you will be held liable by law, for the safety of those that are both staff at your event and attending your event. To make sure your event is safe, you need to identify potential hazards and decide (with help if you need it) on what precautions you are going to put in place.

All events that take place must comply with relevant safety law. The most relevant for you to look at are:

- The Health and Safety at Work Act 1974
- The Occupiers Liability Act 1957/1984 and its accompanying regulations and standards of safety

So that you are ready for anything that might happen you need to do a risk assessment (a must if you are hiring Council Land and want to comply with health and safety laws!). This document identifies any potential hazards at your event and how you will deal with them if they happen. Risk Assessments are not always large documents, small events may only be a page or so long. Most important is that they are relevant and contain realistic ways of controlling the risk. A template risk assessment is available on the HSE website or from your local authority.

Plans should be put in place (as part of the risk assessment process) detailing how you would deal with an emergency such as personal accidents, crowd disturbance, lost children/vulnerable persons, bomb scares or adverse weather conditions. (i.e. extreme heat, snow, heavy rain, gales/thunder and lightning).

Road Closures

As road closures can cause disruption to drivers, pedestrians, residents and businesses, they should only be considered if absolutely necessary.

Closing a public road, footway, footpath or verge without a lawful closure order is illegal.

If an event cannot be run without a road closure, then event promoters are advised to consider the following factors in the earliest planning stages:

- Plan the event to take place out of peak traffic hours. (such as 7am to 9.30am and 4pm to 6pm)
- Are there any lessons from previous events that need to be taken into account?
- Do you have enough resources to procure and maintain the signs needed?
- Are your staff competent/trained to place, maintain and remove signs?
- Have you applied for and received permission for the closure from the district council or traffic authority?
- Have you consulted with local residents/businesses/organisations or local disability groups about the closure?
- What are the options for diversion routes? The traffic authority or the district council will ultimately decide what the diversion route is, but it helps to consider it at an early stage.
- Are there any motorways or major roads that might be affected? If so, a closure may well be refused or direction signing could be prohibitively expensive.
- Have you consulted with local bus companies and/or emergency services regarding the closure?
- Have you made any contingency plans for emergency access to your closure, for example to attend an accident?
- What plans are there to remove broken down vehicles from within the closure or the diversion routes?
- What plans have been made to avoid/remove vehicles already in place before the closure starts?
- What plans are there to enable businesses or residents to access their property within the closure?
- What training/briefings will be provided to event staff managing the closure?

The law governing road closures

There are two sets of legislation that can be used to authorise a road closure; the Town Police Clauses Act 1847 and the Road Traffic Regulations Act 1984. Once the need for and location of a closure is confirmed, the nature of the event will determine the legislation used. The relevant legislation is not always obvious but, broadly, the legislation used will be as follows:

- Sporting / leisure events on the highway require the use of the Road Traffic Regulation Act 1984. (for example cycle races, triathlons, running races)
- Events involving processions, rejoicing, illuminations or 'thronging' will generally use the Town Police Clauses Act 1847. (Carnivals, Remembrance Day events).

The legislation used will have little effect on you as the event organiser. However, it must be noted that each road can only be closed once per year using the Road Traffic Regulations Act 1984. Accordingly, this may influence the decision on whether a closure using this legislation could be granted if the road has previously been closed for another event earlier in the year.

Following the correct legal procedure for processing road closures takes time, so there is usually a minimum notice period required for any road closure request. This will depend on the road being closed, the legislation being used, the type of event and the authority processing it. Notice periods range from six weeks to six months. Event organisers should contact the relevant organisation, either the district council or the traffic authority, to find out what precise notice period is required as soon as the need for a closure is decided. Without the correct advance notice period it may not be possible to process a closure application.

A risk assessment, signage schedule and copy of Public Liability insurance must be submitted to your local authority before any road closure can be approved.

The vast majority of road closures will require a diversion route. Diversion routes are usually decided by the local district council or the traffic authority. The traffic authority will make every effort to keep the diversion route clear of other incidents, works or events. However, it is possible that an unplanned incident or emergency works has to be carried out on the diversion route. Accordingly, a backup diversion route may need to be considered. This is usually only necessary for large or events lasting more than one day.

The traffic authority for Kent is Kent County Council (KCC) Highways & Transportation and the Highways Authority and they are responsible for the roads in our district. Although the local authority has the authority to issue a road closure notice under Section 21 of the Town Police Clauses Act 1847, the consent of KCC to use the road is still required.

See traffic management section for more information.

Roles and Responsibilities

Depending on the size of the event you are planning you may need extra help. It can be a good idea to appoint an Event Manager and Safety Officer early on. It is difficult to manage the organisation of the event as well as the health and safety elements and these roles need to be split.

Make sure you have a reliable and competent person to be the Safety Officer for your event. Beforehand they will be responsible for the risk assessment and all necessary documents you need such as your insurances. During the event, they need to be easy to spot and get hold of and they will ensure they look after the safety of the venue throughout the event. This should include numbers of people, any structures, barriers, electrical supplies and all other equipment. They will also be in charge of looking after and managing the stewards at the event.

Depending on the size of your event, other roles that you may want to allocate could be:
 Event Organiser
 Event Manager
 Site Manager
 Health & Safety Officer
 Arena/Stage Manager
 Steward/Marshal Coordinator
 Media Coordinator
 Medical Coordinator
 Welfare of Vulnerable persons

Sanitary Facilities

You must ensure that adequate sanitary provision is made for the proposed capacity of the event, in accordance with the recommended guidelines set out below. However, please consult with the events safety advisory group for further clarification for your event.

For Events with a gate opening time of 6 hours or more		For Events with a gate opening time of less than 6 hours duration		Disabled
Female	Male	Female	Male	
1 toilet per 100	1 toilet per 500 plus 1 urinal per 150	1 toilet per 120	1 toilet per 600 plus 1 urinal per 175	1 toilet with hand washing facilities per 75

Consider the following aspects when making the appropriate provisions:

- How will you manage maintenance of facilities?
- Where will they be located?
- What type of facilities are required?
- Washing facilities
- Provision for people with special needs
- Disposal of sanitary towels and nappies
- Sewage Disposal
- Lighting
- Waste management

Special Effects, Fireworks and Pyrotechnics

If your event is to take place in a public open space, on the Highway, or council amenity site, please inform the events safety advisory group if you are planning to provide any of the following special effects:

- Fog and vapour effects
- Strobe lights
- Lasers
- High-power (scenic) projectors
- Ultraviolet light
- Fire & Fireworks
- Theatrical and stage pyrotechnics
- Cannons and Maroons

Events with the above should employ competent contractors working to industry standards and subject to specialist risk assessments, see <http://www.hse.gov.uk/explosives/fireworks/using.htm>.

Staff Safety

Particular roles of staff or stewards at your event might be associated with more risk and therefore need to be considered in the event planning stages and included in your risk assessment. For example:

- Think about the routines and security arrangements for staff that are handling cash, many of who may be unfamiliar with this role.
- If the event is to finish late, make sure that all staff can get home safely and that they do not have to wait alone at bus stops, stations and/or travel alone. Consider arranging taxis for staff where public transport will be a problem.

Stewards

Stewards are essential to the success of any event and provide a link between the public and the event management team. For any event you must provide an appropriate number of stewards for the security and control of the site and the attending public.

If you are running a licensed event where you may be controlling access or selling alcohol you may be required to use specifically trained and qualified SIA (Security Industry Authority) security staff. These can be hired from SIA approved contractors. You can find more information at www.the-sia.org.uk/home/ Any SIA qualified staff should produce and display their Badge at all times. If your event is going to be a large public event consideration should also be given to special security measures necessary for the attendance of VIPs or celebrities.

The number of stewards needed may be calculated by considering each of the separate tasks to be covered (examples; staffing entrances and exits, controlling access to attractions/activities, general crowd control, patrolling public areas, security unauthorised areas, securing hazards, car parking duties).

A good rule of thumb for an adequate number of stewards is:

- 1-100 participants = at least 1 steward per 10 participants and 1 per venue.
- 101-above = 1 steward per 30 participants plus 2 per venue (to a maximum of 50)

If the event is to last several hours, extra stewards should be available to allow others to take meal breaks etc.

It is essential that all stewards know their duties & responsibilities for the event:

- Be fit, active and aged not less than 18
- Be suitably trained and competent to carry out their duties effectively
- Receive a written statement of their duties and, where appropriate, a checklist and a layout plan showing the key features of the site
- Receive a final briefing of their duties on the day of the event, particularly about communicating with supervisors and others in the event of an emergency
- Be easily identifiable by wearing jackets or tabards
- Know the layout of the site and be able to assist the public by giving information about the available facilities
- Be aware of the location of the entrances and exits in use on the day, first aid posts and firefighting equipment
- Know the ticketing arrangements and be aware of the routes in/out for performers
- Be provided with torches where the event is likely to go on beyond dusk
- Test any equipment issued to them prior to the event
- Know how to address issues of public disorder

Stewards must patrol their allotted areas:

- Noting any potential hazards (i.e. pinch points) near their location
- Ensuring that overcrowding does not occur in any part of the site
- Preventing the public from climbing fences, barriers, lighting/sound towers, equipment, etc.
- Ensuring that circulation areas and exits, including entrances and exits for emergency services, are kept clear at all times (this can be particularly important at indoor events where visitors may well park their cars outside halls, across exit doors/routes from the building)]
- Stewards must know, understand and have practised their specific duties in an emergency and the arrangements for evacuating the public from the site, including the use of coded messages.

Street Parties

Street parties are specific events that usually have the following characteristics:

- Self-organised
- Publicity goes to residents only.
- The event is organised for residents/neighbours only.
- No licences are normally needed if music is incidental and no alcohol is sold.
- Closure of residential roads only – however this requires an application, same for any road closure, at least 12 weeks before the event.

Consider the following when planning your street party:

- Will there be anyone locally that might be adversely affected or put at risk by your event?
- Take a look at www.streetparty.org.uk for tips and ideas!
- Fill in the Events Notification Form – available on all local authority websites. It is advisable to contact the event coordinator at your local authority prior to completing the form so that you can receive initial advice on how to proceed.
- You can only apply for the closure of a residential road (not a main road/bus route or through road). This will need to be sent in a minimum of 12 weeks before your planned street party.
- Obtain public liability insurance – we always advise that any event has public liability insurance in place. The organiser must accept responsibility for possible claims if this insurance is not in place.
- You need to make sure that access to the closed street is maintained at all times in case there is a need for emergency vehicles. It is ok to place tables and chairs in the road, as long as they can be moved easily.
- You need to speak to everyone that lives or holds a business in the road where the road closure is planned. It is your responsibility to make sure that they know about your proposals and are happy with them. You can always send a letter with details of your plans and how they can contact you if they have any concerns or queries – they might even want to get involved and help!
- Share the jobs out! If people want to help out, let them. Don't try to do it all on your own!

You will need a licence if you plan to:

- Sell alcohol (this includes if you plan to give it away as part of a ticket price or in exchange for a “donation”)
- Serve hot food and drinks between 11:00pm and 5:00am.
- Provide regulated entertainment (such as live music) to the public or a section of the public.

- Provide regulated entertainment (such as live music) with a view of making a profit, even if this profit will be given to charity. Check with the owner of the building/land that you plan to use. They may already have a licence in place. If not, you will need a Temporary Event Notice (TEN) or a Premises Licence. Please contact the relevant Licensing department for more details.
- Make sure you do a risk assessment – this is a careful examination of the potential hazards that may be involved in a particular activity or range of activities. Use your common sense to ensure that risks have been evaluated and that nobody is going to get hurt.
- If it is a private party, you don't need to get special permission to serve food (unless it will be after 11:00pm). Use these basic food safety tips available from the NHS website <http://www.nhs.uk/Livewell/homehygiene/Pages/Homehygienehub.aspx>
- If you are planning on holding a raffle at your event, please speak to our licensing team via the Safety Advisory Group.
- You will need to clean up afterwards. Let people know in advance what time it will finish and keep a section aside for recycling bins and bin bags. Ask people to chip in.
- Have a weather proof back up plan. What if it rains? Make sure that you have umbrellas/tarpaulins and parasols available and keep them on standby. Or find a covered venue just in case.

Structures

Any person that constructs or erects any item on the event site should give you a written certificate confirming that it is safe. Any temporary structure, such as scaffolding or stages, need to meet the required standards for construction sites. If you are going to have a marquee, you need to make sure that all stakes and pegs are highly visible and fenced off to the public. Make sure the company you use are reputable, covered by Public and Employers Liability and that the marquee is fire retardant certified. You will need to have fire extinguishers and clearly marked entry and exit signs.

You must make sure that structures and installations do not block any entry or exit points from the site and consider how you are going to prevent trips or other physical hazards (sharp edges/points).

The event may require the provision of temporary demountable structures (e.g. gazebos, marquees and stages). It is essential that any temporary structures are designed and erected to suit the specific purpose intended and it is useful to consider the following points:

- Where will they be located?
- Who is the supplier?
- Who will erect the structure(s)?
- What design will meet your requirements?
- Protection of workers (e.g. from falling, from falling objects and from injury incurred through lifting loads)
- Fire evacuation, exits, escape signs, extinguishers (all structures should be considered in the event fire risk assessment)
- Use of lifting and rigging equipment
- Who and when will structures be dismantled?
- ensure that all upholstered furniture, curtains, drapes, tents and marquees, are fire retardant, or have been treated to give some fire retardancy;
- ensure adequate marquees, temporary structures and other fire hazards are sited an adequate distance apart;

- Review essential documentation - construction drawings, risk assessment, safety method statement, completion statement
- Who manages the completed structure - lighting, marking, and loadings.

Terrorism

The current UK Terrorist threat level is SEVERE; this means that an attack is highly likely. Below is some current guidance from Kent Police.

The UK faces two major very different threats from International Terrorists and Domestic related terrorist groups-

International terrorists favour the targeting of crowded places, they do not give warnings and their attacks are usually multiple and co-ordinated. International terrorists wish to harm as many people as possible in order to raise the media profile of their attacks.

Irish Related terrorist groups generally give warnings where the general public are concerned. Their aim is to raise the profile of their operations by causing disruption, economic loss and through loss of life to the Police and the Armed Forces.

Both threats could take the form of;

Vehicle Borne Device (both from a left/ abandoned vehicle or through using a vehicle to ram entry into an area and then detonating.)

Person Borne Device, such as the tactics used by a suicide bomber.

Placed Device e.g. an abandoned bag or disguised as rubbish.

A Marauding Firearms Attack similar to the tactics used in Mumbai.

Or in the case of international terrorism it could be a combination of the above.

The most important thing to remember is that everyone has a role to play and a chance to disrupt an attack by remaining vigilant. Terrorist attacks are preventable; in fact 80% of US convictions for terrorism related offences come directly from people reporting suspicious behaviour. Particularly at large events everyone can remain vigilant and report anything suspicious to event control.

- 1) Be vigilant for abandoned vehicles, bags and packages which could contain an explosive device.
- 2) If you see someone behaving suspiciously or you find a suspicious package or car then report it to event control, it will be treated seriously and there will be no harm done by reporting the matter. Suspicious behaviour includes-
 - paying too much attention to security measures
 - making notes of what is happening
 - taking photographs or video recordings of usual things
 - Looking at or trying to access back of house areas
 - Someone walking or pacing the same route again and again

If something doesn't feel right it should be reported to event control. Remember there is no harm done by reporting suspicious behaviour. Harm can only be done by NOT reporting it.

Good Housekeeping

Do not let rubbish accumulate as it provides an ideal hiding place for an explosive device. Please contact event control if rubbish is building up in your area.

If it is an emergency or you suspect that the activity will cause immediate danger to people or property then contact Senior Event Staff or call 999 immediately.

If there is suspicious activity you would like to report, you can also call Anti-Terrorist Hotline 0800 789 321

However should you or your event organiser need any further advice regarding event safety/security we recommend using the link attached below for some helpful tips and advice.

<https://www.gov.uk/government/organisations/national-counter-terrorism-security-office>

Traffic Management

Everyone attending your event will in some way use the highway, whether this is by car, cycling, via public transportation or as a pedestrian. The purpose of a Traffic Management Plan (TMP) is to consider how those journeys will be managed in the most effective way causing as little disruption to other road users as possible so that your event will be remembered for all the right reasons.

The size of your TMP will depend on the size of your event, a small local fete or fair may only be a few lines long, and an event like the Olympic torch relay could extend to several volumes. Once you have your TMP don't try to reinvent it every year, assess if there have been changes to the local road network in the area, is anything different from the last time you held your event? Did everything go well or were there any problems that you were aware of? Rest assured the travelling public are more than happy to tell KCC or Medway Council if they have been held up. In any case there should only be small changes, allowing you to develop your plan over a number of years.

The event notification form asks you if you require a road closure, if you do you will need to list all the roads you would like to close and other roads that might be affected by those closures. You will need to be precise in your description so that everyone knows exactly where you are closing the road and exactly what is happening. If your event is successful and in time grows in size and attendance you may need to consider employing a Traffic Management Consultant, you can also speak to other event organisers to understand what they do, it may not be as expensive as you think and could relieve the stress of planning, if you are happy doing it, carry on.

For all road closures or events that impact upon the highway, KCC require a Traffic Management Plan. The key areas are covered in the event management plan document so you don't need to submit a separate document. For road closures you just need to say what you intend to do and how you intend to achieve it. Obviously, the larger the event the more information you will need to provide. You will also need to provide details of what signs you intend to use and where you intend to place them; this is called the signage schedule and is part of the traffic management plan.

Certain documents must be submitted to the local authority in order for KCC to approve a road closure application:

- Event Notification Form – are you requesting a road closure?

Kent Resilience Forum



PREPARING FOR EMERGENCIES IN KENT AND MEDWAY

The Kent Safety Advisory Group principles are endorsed by the Kent Resilience Forum

- Event Management Plan – includes traffic management plan
- Copy of public liability insurance (£5 million)
- Risk Assessment
- Signage Schedule
- Diversion Plan (if necessary)

Below is a list of items you will need to consider and include in the traffic management section of your event management plan:

- Road closures - Tell us what roads you'd like to close for your event, remember you will need to be precise with the locations. Some road closures are made by district authorities and there may be charges.
- Communication - You will need to be able to communicate with your Marshalls and they will need to communicate with you to provide up to date information, or traffic problems. This can either be by mobile phone or radio, you need to include this in your traffic management plan, and it would also be part of your overall command and control structure. Don't forget to test reception before the event!
- Diversion Routes - Having diversions will depend on a number of things, what sort of roads will you want to close, the day of the week or is there a viable route, remember if you are diverting large vehicles then your diversion route must be suitable for that type of vehicle.
- Weather conditions - Will inclement weather conditions affect your event; if vehicles are parked off road is the ground suitable or are vehicles likely to get stuck? You might want to consider how you would tell the public if it is necessary for you to cancel the event.
- Event parking - You will also need to think about how pedestrians and cars will interact, will pedestrians need to cross the road to get to your event
- Traffic Routes - What roads do you expect visitors to your event to use, where will your visitors be coming from? Are these roads suitable or should they be using a different route to access your event, also consider appropriate signage
- Traffic Dispersal Post Event - Consider the routes to be used to get your visitors to the main road network will this need sign-posting or additional measures
- Local Residents and Businesses - Local business may need access to their premises during your event; local residents will need to access their property. Keep everyone informed so that they understand what's happening; you should try and minimise any disruption in the area of your event.
- Entry to the event - Problems often occur where payment is requested at or near the vehicle entrance, traffic may back up onto the road cause problems and traffic disruption, consider moving any pay points as far away from the road as possible or offer free parking and visitors pay before admission.
- Roads, Public Rights of Way and Bridleways -When planning your Event, you must consider which roads, paths and bridleways may be affected. You are not permitted to close any public roads, paths and bridleways without lawful authority. If you want to close any of these you need to give at least 12 weeks' notice to the road works team for a road closure and in the case of a Public Right of Way (PROW) to the PROW team
- Highway Directional Signing - What signs will be used and where? What will the signs say? Who will erect and maintain the signs? What publicity will be used?
- When you place traffic management, cones or signs, it is classed as working on the highway and you will need to consider how this task will be completed. You will need to consider the physical ability, age and experience of those undertaking the work. KCC are the authority that will give you permission to place your signs and cones.

- Traffic control - On the public highway only a Police Officer in uniform can control traffic. Marshals and Stewards do not have the authority to control traffic on the public highway.
- Public Transport - Getting to and from the Event should be made as easy as possible. There are a range of options that you may consider. For example, talk to public transport operators at an early stage (Bus, Train, Taxi providers), it may be possible to increase the frequency of buses, or increase the capacity of trains. Free buses may be an alternative, depending on the numbers of people you expect to attend. If your event is expecting significant attendance, Park & Ride or Park & Walk are options that should be considered and car parks should not be limited to the immediate event site. It is recognised that the majority of people will wish to use their own transport and sufficient capacity should be provided at the entrance to, and within the site to avoid any unnecessary delays on the public highway.
- On street parking restrictions and Car Park Closures – applications should be made to the local authority for consideration.
- Signage - Does the closure or diversion clash with any road works or other highway activity in the vicinity of the event? You can log on to www.roadworks.org to find out if there are any roadwork's on in your area, it's worth checking before you plan your event as some utilities plan works many months in advance. Early notification of your event will allow the roadwork's team to coordinate with the contractors and hopefully cause minimal impact to your event.
- Placing signs on the highway - You will be required to provide a sign schedule clearly stating the legend, where signs are to be positioned, how they will be placed (on a frame or fixed to street furniture). The sign schedule must be approved by the roadwork's team before any signs are erected on the highway.
- Does the diversion route need to have a traffic regulation order changed for the duration of the closure e.g. one way street? If you require a Temporary Traffic Regulation Order (TTRO) you should apply to the roadwork's team not less than 12 weeks prior to your event. This is a legal process and your application must be advertised, there is also a cost implication for you.

Traffic Signage Regulations

It is an offence to place any signs, pictures, letters or other marks on the surface, structures, or trees on the highway without permission from KCC highways authority, and you could be fined.

If you employ a signage contractor they must have accreditation for units 2 or 10 of the New Roads and Street Works Act to place signs on the highway and must have minimum £5m public liability insurance which they will need to produce to the roadwork's team.

The following criteria will be used to determine whether signs will be permitted on the highway:

- There must be a substantial number of drivers who are not familiar with the area, who are seeking the event or the existing signing to the event location is inadequate to guide people to the event.
- Traffic Advisory Leaflet 04/11 Temporary Traffic Signs for Special Events issued by the Department for Transport will give you more information. www.dft.gov.uk

The signing should only be used to guide traffic intent on finding the destination and therefore would normally only be erected in the vicinity of the location in question. Signs will not be approved if they are intended as advertisements in order to attract motorists and encourage extra trade.

If signs are permitted they will conform to the following criteria:

- Signing will only be considered for short-term events.
- Where possible signing of the type “For (event name) follow A123” should be adopted, this will keep the number of signs to a minimum by utilising local directional signage.
- Commercial names of event sponsors are not be permitted.
- The signs shall not normally be erected more than 48 hours before the event and removed not more than 24 hours after the event. Earlier erection of the signs may be agreed if it can be shown that it would be beneficial to other road users.
- Advanced warning signs placed at least a week prior to your event is a good way of warning other road users to expect delays or increased vehicle movements

The signs must comply with the Traffic Signs Regulations and General Directions 2002; relevant Traffic Signs Manuals - Chapter 7 and British Standards.

The signs should follow the practice of pointed signs at junctions and rectangular signs in advance.

A sign should not obscure a driver’s view of any permanent traffic sign.

No part of the sign should be less than 450 mm from the edge of carriageway, normally no less than 2.3m above a footway (2.1m minimum) and no less than 2.5m above a cycleway.

The signs should be securely and neatly fixed and where possible this should be on existing street furniture. This should be without damage to the street furniture, the repair of any damage being met by you or the company erecting the signs. No sign with an area exceeding 0.3 m2 should be fixed to a lamp column; the consent of the Street lighting team is required when a request is made to attach signs to Lamp Columns, you should allow at least 28 days when making this request.

No sign should be attached to private apparatus without the permission of the owner being obtained.

No other signing or fly posting should be provided for the event (failure to comply with this may result in the removal of all the signs for the event and / or prosecution).

Signing Principle, ask yourself this question:

“Will someone coming along the road or footway from any direction understand exactly what is happening and what is expected of them?”

It is important to remember that those placing signage on the highway or manning road closure points are in fact working on the highway; you must have a specific risk assessment for these activities. KCC may not allow traffic management measures to be placed if this risk assessment has not been completed.

Guidelines for event organisers on traffic control during an event

Road/Junction Type	Level of competency of person Placing sign or equivalent	TM requirements
Major road/ junction of major road	Traffic Management Company, possible Police involvement	Full T M required High visibility clothing or roadwork's equivalent
Main Road	Traffic Management Company, Community Safety Accredited Person (CSAS) Streetworks Accredited person	Full T M required High visibility clothing or roadwork's equivalent
Estate through road	Off Duty Police Officer/PCSO Community Accredited person (CSAS) Streetworks Accredited person Qualified/experienced marshal	Road Closed sign + cones High Visibility jacket / vest
Quiet Estate road Cul-de-sac	Competent person – no specific experience	Road closed sign + cones High visibility jacket/vest
Rural road (National speed limit	**Assessed on individual conditions of road**	

Minimum requirement for anyone placing or removing signs:

- Person aged 18 years or over
- Physically fit to carry and place/remove sign
- Wearing appropriate high visibility clothing.
- Wearing appropriate Personal Protective Equipment i.e. sturdy shoes and gloves
- Briefed on the exact requirements of the sign schedule
- Be aware of the road and dangers involved

Think about including the above information in your TMP. A copy of any briefing is a useful document, although you might expect marshals to follow instructions it is not always the case. Ideally your Marshals should have some knowledge of the Highway Code, hold at least a provisional licence or have undertaken the task for a number of years.

Remember to include traffic management and placing signs on the highway in your event risk assessment and ensure that control measures are in place to reduce risk. Some control measures are listed below (only applicable to roads with a 30 mph speed limit or less):

- Briefing to be undertaken with all marshals working on the highway prior to commencement to ensure they know what is required (Keep a copy of the briefing)
- Signs to be erected at suitable locations on the verge (not on bends) to ensure clear sight lines, to ensure drivers have sufficient time to safely read the information and react.
- Any vehicles use on highway to assist or protect marshals must be taxed and insured for this use during the event.

- All staff & operatives to wear Hi Vis at all times, (sturdy shoes and gloves are also a good idea)
- Signs to be set up before deliveries and public access commence
- Flashing beacon or warning lights to be used on any vehicles used to set up traffic management systems or place signs.
- Marshalls to face oncoming traffic (never turn your back to traffic).
- Stay on verge or footpath where possible when setting up signage.
- Work back towards the event entrances placing more signs as necessary
- Use the same procedure along each access route
- When removing signs or traffic management measures reverse the above procedure.
- Traffic management measures are to be checked at regular intervals and adjusted as necessary.
- Road closure signs and cones/barriers are to be placed only when there is a break in traffic and it is safe to do so.
- Once signs and cones have been placed do not stand in the highway unless absolutely necessary.
- Signs to be weighted down to prevent them from being blown over.

Link to “Safety at Street Works and Roadwork’s A Code of Practice” – enforced from October 2014

Although this document primarily deals with roadwork’s it also refers to the correct procedures for dealing with signage situations, operatives working on the highway and health and safety issues. In the interests of continuity for all road users this publication will also be used for event signing lighting and guarding and whilst events are not roadworks the Code of Practice is applicable.

TV and Media

Music events may attract a wide range of media coverage, dependant on the size, location and type of event. You should consider making provisions for media coverage in your pre-event planning stage, and may wish to consider:

- On-site structural considerations
- On-site public relations staffing requirements
- Access to Utilities

Venue and Site Choice and Design

Choose your venue carefully depending on the size of the event you are planning. You should consider equipment and the number of people you plan to attract. Have a think about:

- How many people are likely to attend – research similar events? Is the site big enough to accommodate everyone comfortably?
- Are there enough exits to get everyone out in an emergency?
- Are there any features that might impact on the event? E.g. ditches, banks, trees, overhead cables, gradients, ponds, rivers, sub stations, ground conditions etc.
- Can you get any vehicles you need on and off the site without causing any damage or getting stuck?
- If the event takes place in the evening is there adequate lighting?
- Is it going to be accessible to everyone?
- What will be the effect on parking in the surrounding area?
- What are the timings for the event, particularly if the site is in a residential area (consider community impact).
- Carry out a site visit and draw everything you need onto a site plan. It makes it easier to visualise and explain to others.

- If it is local authority land or property, please contact the event coordinator at the Local authority to reserve the venue and check that there are no other events happening on or around the same time that might compete with yours.

Look at the facilities at your venue:

- Toilet provision
- Waste & Recycling facilities
- Electricity supply
- Water supply
- Fencing required
- Parking facilities

Decide if you need anything else to cater for the audience you hope to attract, but please remember that anything you hire will become your responsibility once it is on site and must be covered by your insurance. You need to think about these aspects early on so that you can arrange for services to be provided. Please note there may be an additional fee for these services.

When you have chosen your venue

It is essential to visit the proposed site to carry out a preliminary assessment and detailed risk assessment to determine whether it is suitable. The following points should be considered:

- Available space for audience
- Temporary structures
- Back stage facilities
- Parking
- Camping
- Rendezvous points
- Separate access for emergency vehicles
- Ground conditions
- Traffic and pedestrian access to the site
- Position and proximity of noise sensitive buildings
- Geographical location - proximity to local services
- Topography - could any natural features assist in noise reduction
- Location and availability of utilities and services

Ensure the following factors are considered when you determine the provisions and facilities needed within the site:

- Proposed occupant capacity
- Profile of performers
- Audience profile
- Duration and timing of event
- Whether or not alcohol will be on sale
- Whether the audience will be standing or seated
- Audience flow between different attractions
- Nature of the event

This will help you to determine what facilities should be provided, for example; stages, marquees, barriers, toilets, first aid, concessions, exits, entrances, hospitality area, sight lines, power, water, sewerage, utilities, perimeter fencing, viewing platforms, backstage requirements and waste disposal requirements.

Once a basic outline has been determined, detailed scaled site plans should be produced. As they are amended, ensure that plans are updated and made available to all members of your team and the events safety advisory group.

The capacity of a venue is generally dependent on the available space for people and the number of emergency exits. Some of the site will necessarily be taken up by structures. Areas that could afford partial or total cover to the audience, in the event of inclement weather, should be identified and the effects of audience movement to these areas considered.

The number of emergency exits needed for a venue depends directly on the occupant capacity and the appropriate evacuation times. Emergency exits should be clearly visible and free from obstruction.

Entrances provide the means for supervising, marshalling and directing the audience to the event. Access routes onto the site should be designed to cope with the peak demand, and should not converge. They should be simple, easy to follow, direct, and where possible, avoid cross flows.

Production infrastructure and backstage requirements will depend upon the type, size and duration of the event. Typically, production offices, refreshment facilities, accommodation (for workers and artists), dressing rooms, storage space and equipment will need to be accommodated back stage, and should be inaccessible to members of the public. Try to keep performers' areas separate from production and working areas.

The site should be designed so that Fire & Ambulance requirements, such as parking areas, first-aid posts, rendezvous points and triage areas are readily accessible and easily identified. Fire appliances should be able to access all parts of the site to within 50m of any structure.

Emergency access and egress routes should be established and kept clear at all times.

Waste Management

Both concessions and audiences generate large quantities of waste material during an event. You should carefully consider how the waste would be managed to minimise the risks associated with accumulation, collection and final disposal.

The following should be considered:

- What types of waste will be produced?
- Is there the potential for fire risk?
- What other hazards are posed by waste?
- Which areas of the event are likely to generate waste?
- What information needs to be exchanged with the waste contractor?
- When and how will the waste be collected?
- When and how will the waste be removed?
- The Health safety and welfare of employees and event workers
- What can be recycled?

Please remember! As the event organiser it is important that you consider removal of any waste generated by your event. All trade waste needs to be removed by a registered Trade Waste Contractor. Organisers need to make arrangements for the removal of all other waste. If you require further information please contact your Recycling and Waste team at your local authority.

Your local authority is not responsible for arranging waste disposal at events.

Water Supply at Events

If you are hosting a large event you must have a wholesome water supply free from bacteria, parasites and chemical contamination for drinking, food preparation and personal hygiene.

For larger events, a water safety plan may be necessary.

Failure to ensure that the water supply is safe may in some circumstances prevent your event from going ahead if the local authority consider there to be a significant risk to consumers. All water supplies should be installed with due regard for water safety following the code of practice for temporary water supplies: BS 8551:2011 Provision and management of temporary water supplies and distribution networks - Code of practice.

Using mains water at events

Providing mains water to a third party e.g. food traders may constitute a Private Distribution System under the Private Water Supplies Regulations 2009. As the event organiser you are responsible for any deterioration in the quality of the water supplied from the water main to the final consumer.

- You are required under the Water Supply (Water Fittings) Regulations 1999 to notify Southern/South East Water of your intention to use a mains water supply, even if it is only a temporary arrangement.
- You may need to consider if water treatment is required to supplement the residual chlorine levels of the mains water to ensure that the water remains safe while being stored and distributed around the site.
- The supply network must be clearly mapped and provided to the local authority detailing all pipelines, tanks, pressure breaks, treatment systems if applicable and taps etc.
- To demonstrate to the local authority that the supply is safe, the water will need to be sampled prior to the event.
- You must have an emergency water plan in place detailing how you would provide an alternative water supply in the event of loss of supply or contamination of the supply.

Using water stored in tanks at events

Water in tanks includes water stored or distributed from any mobile or static water tanks (E.g. pillow tanks) and water bowsers. As the event organiser you will be responsible for any deterioration in the quality of the water supplied.

- To demonstrate to the local authority that the supply is safe, the water will need to be sampled prior to the event.
- Tanks must be cleaned before use and before refilling.
- Only fill tanks with water from a known source, preferably a mains water supply.
- If tanker is emptied within 48hrs of deployment, sampling is not required.
- If the tanker is still in use after 48hrs further sampling will be required to ensure the water remains safe to drink.
- The supply network must be clearly mapped and provided to the local authority detailing all pipelines, tanks, pressure breaks, treatment systems if applicable and taps etc.
- You must have an emergency water plan in place detailing how you would provide an alternative water supply in the event of loss of supply or contamination of the supply.

Using private water supplies at events

If you plan to use a private water supply such as a spring, well, borehole the supply must be registered with the Maidstone Borough Council area.

- The water must be treated before drinking e.g. UV or Chlorination etc. and comply with the Private Water Supplies Regulations 2009.
- To demonstrate to the local authority that the supply is safe clean drinking water, the supply should have been sampled prior to the event.
- The supply network must be clearly mapped and provided to the local authority detailing all pipelines, tanks, pressure breaks, treatment systems if applicable and taps etc.
- The supply must be risk assessed in advance and in accordance with the Private Water Supplies Regulations 2009. Please contact the local authority to arrange this.
- You must have an emergency water plan in place detailing how you would provide an alternative water supply in the event of loss of supply or contamination of the supply, or in the event of expected warm, dry weather, when demand for drinking water will be at its greatest.

Some Useful Contacts	
Maidstone Borough Council 01622 602000 SafetyAdvisoryGroup@Maidstone.gov.uk Events@Maidstone.gov.uk	KCC Highways 03000 41 41 41
Civil Aviation Authority Tel: 0207 379 7311 www.caa.co.uk	Health & Safety Executive Tel: 0300 003 1747 Email: www.hse.gov.uk
HM Coastguard Tel: 01255 675518 https://www.gov.uk/government/organisations/maritime-and-coastguard-agency	The Performing Rights Society Tel: 020 7580 5544 – ok http://www.prsformusic.com/Pages/default.aspx

Some Useful Websites	
https://www.visitmaidstone.com/	Details of what's on in Maidstone, where to stay, maps and travel.
https://www.maidstone.gov.uk/home/other-services/events	Help with organising your event and where to get advice.
www.streetparty.org.uk	Tips, advice and guidance on planning and having a successful street party.
https://www.kent.police.uk/advice/events/	Kent Police also have information intended to assist those who are responsible for organising events.
http://www.kent.gov.uk/roads-and-travel/highway-permits-and-licences/apply-for-a-highways-permit-or-licence	Kent County Council's webpage about road closure applications and what you need to do.
http://www.nhs.uk/Livewell/homehygiene/Pages/Homehygienehub.aspx	Some basics on food safety and hygiene for your event.
https://www.thepurpleguide.co.uk/	The Purple Guide has been written by The Events Industry Forum in consultation with the events industry. Its aim is to help those event organisers manage health and safety at events.
http://www.hse.gov.uk/event-safety/	The event safety guide (Second Edition): A Guide to health, safety and welfare at music and similar events.
www.attitudeiseverything.org.uk	Help on how you can make your event accessible for everyone in the community.
http://www.hse.gov.uk/entertainment/fairgrounds/	Guidance on safe practise for fairgrounds and amusement rides.
http://www.hse.gov.uk/explosives/fireworks/using.htm	Advice on the organisation of firework displays.
http://www.sia.homeoffice.gov.uk/Pages/home.aspx	The Security Industry Authority – they are responsible for regulating the private security industry in the UK.
http://www.food.gov.uk/	For advice and information of food safety and hygiene.