

Event Management Plan Template and Guidance Notes

Rhondda Cynon Taf Event Safety Advisory Group (ESAG)



RHONDDA CYNON TAF

INTRODUCTION

This template provides guidance notes for event organisers and will help you develop a detailed event management plan. It should only be considered as an example and if used must be tailored to match your event. Also, there may be occurrences that require additional measures and/or information, these will be explained at the time of application; for example, a COVID Risk Assessment. Further sources of guidance are shown in Appendix1.

An event is an activity that happens at a particular time and enables people to come together. They might come together in celebration, a shared love of music, sports, challenges, community fundraising or purely for entertainment such as a concert. This could include for example: fetes, fairs, open air concerts and music events, trade shows, sporting events, horse shows, agricultural shows, dog shows, open air entertainment such as theatre, opera or historic re-enactments, firework displays, large scale company parties, processions, marches and carnivals, street parties, religious events; these are only examples, there are many others.

Attending an event might be free or you may need to buy tickets, pay an entrance fee or pay for activities. It could be open to the public or by invitation only, this depends on a huge range of factors but primarily it depends on the objectives of the event. For example, the objectives might be linked to making money or they could be linked to the social and community objectives of the host.

Whatever the scale of your event, to run it successfully requires thinking through each element of it before the day.

To use the template, save a new version and complete the sections that apply to your event. Not all sections will apply to all events – you will need to decide which are relevant. Once you have completed the template, you can delete the guidance text.

You may also find the Events Industry Forum [Purple Guide](#) as helpful, as it provides guidance on security, major incident planning, first aid, electrical safety, event communication, lost children, sanitary facilities and more.

Every event, whether large or small, should carry out a detailed risk assessment to identify any issues that could put people attending the event site in any danger. This risk assessment should be carried out by a competent person and must take account of factors required under health and safety or fire regulations as well issues affecting public health. It should also specify what actions are being taken to mitigate all the risks that are identified.

A risk assessment is not about creating huge amount of paperwork, but rather about identifying sensible measures to control the risks. Those with fewer than five workers, or who are self-employed, do not legally have to write anything down as part of their risk assessment but it is always advisable to do so in order to be able to demonstrate that all the risks have been considered should anything go wrong. A Risk Assessment for your event, the detail of which should be proportionate to the event taking place; an example can be found at Appendix 2. Risk assessments

should always be treated as live documents that need to be referred to and updated/changed as events evolve.

It is important that one of your first actions is to select a venue(s) and gain permission (even if in principle) for use of that venue for your event.

This guidance has been developed by the Rhondda Cynon Taf Events Safety Advisory Group (ESAG). The ESAG is a multi-agency grouping including key partners from organizations such as the Council and Emergency Services and is the first point of contact for anyone organizing an event. Risk management and safety of the public at an event is the responsibility of the event organizer but experience has shown that early consultation with professionals can significantly increase safety and speed up the planning process. The ESAG provides independent advice to event organizers, who retain the legal responsibility for ensuring a safe event.

ESAG has no powers to stop an event taking place but can make recommendations to improve the safety and event management. However, please note that individual representatives of organizations forming the ESAG may have powers to require event organizers to comply with their legal obligations. (e.g., Police, Fire Service, Environmental Health (Health and Safety) etc.)

ESAG's aim is to welcome and encourage events to Rhondda Cynon Taf, whilst ensuring that they take place safely and legally. Through consultation and joint working between the Council and its partners, its aim is to standardize the approach to all organized events which are open to the public and are staged in a public place, on a public highway or on private land within the Council boundaries.

One of the important roles that an ESAG can perform is to bring all relevant partners and parties together to plan and prepare for the event in a coordinated way.

Members will consider some criteria including:

- the numbers of people attending the event;
- the impact on the local community, for example noise or significant traffic disruption;
- level of risk associated with the event. This could be due to previous history of the event or the nature of the event;
- events of an unusual nature;
- legal requirements for example licences or road closures.

The responsibility for the management and safety of the event remains with the event organizer and therefore the ESAG needs to be working closely with the event organizer's management team. Members of the ESAG are likely to have good local knowledge on a range of issues and event organizers can often benefit from such insight.

The ESAGs can:

- Promote high levels of safety and welfare at events by giving advice and guidance. (The promotion of safer events contributes to safer and stronger communities)
- Advise on minimizing any adverse impact or inconvenience to residents, businesses and the general public
- Encourage wellbeing, health and welfare of the community
- Focus resources using risk assessment and facilitate proportionate advice and regulation
- Enable effective planning to facilitate less intensive monitoring and inspection
- Support businesses and organizers through having a single point of contact for the event and consistent professional advice and guidance
- Increase good publicity and encourage more business and visitor engagement through safer events
- Share good practice

In addition, the ESAG can, hopefully, help provide organizations that have limited experience in event management with some reassurance that they are on the right track. Legal responsibility for ensuring an event is operated in line with legal requirements however remains with the event organiser.

The Council is committed to keeping your personal information safe and secure and keeping you informed about how we use your information. The information provided on this form will only be used for the purpose of the Rhondda Cynon Taf Events Safety Advisory Group and/or for booking requirements of Council facilities. To learn more about how we use your information, please visit the Council's Data Protection pages www.rctcbc.gov.uk/dataprotection.

Timely submission of plans and other event documents enables the ESAG members to consider and offer comment on the content using an audit style approach. In some cases, members of the ESAG will deem it appropriate to draw attention to any potential deficiencies, shortcomings or omissions, particularly where they consider urgent action or improvement is warranted. The aim is to provide organizers with feedback on event proposals at an early stage so that there is ample time remaining to address any significant areas of concern raised.

The below table are the dates that information is required, most dates (for example licensing or highways) cannot be altered, some may be reduced by agreement for smaller events.

PAPERWORK REQUIREMENTS	DESIRABLE DATE	CUT OFF DATE
Police	180 days	56 days
Fire	56 days	Day of Event
Health	90 days	30 days
Licensing (Temporary Event Notice)	180 days	56 days 10 Clear Working Days (not including submission day, event day, bank holidays or weekends)
Highways	90 days	56 days
Food	28 days	14 days
Noise	60 days	14 days
Electrical	30 days	7 days
Structural	60 days	21 days
Environmental Health (H&S)	28 days	14 days

****Please note that this document is a guide only****

Useful Email Addresses

Event Safety Advisory Group (ESAG)	RCTEventsSafetyAdvisoryGroup@rctcbc.gov.uk
Licensing	Licensing.Section@rctcbc.gov.uk
Parks and Countryside	parkscountryside@rctcbc.gov.uk
Food Health and Safety	Food.HealthandSafety@rctcbc.uk
Emergency Planning	Emergency.Planning@rctcbc.gov.uk
Traffic	Trafficservices@rctcbc.gov.uk
Trading Standards	tradingstandards@rctcbc.gov.uk
Signage on the Highway	StreetcareEnforcement@rctcbc.gov.uk

Event Management



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EVENT MANAGEMENT PLAN TEMPLATE AND GUIDANCE NOTES

Event Name	
Event Location	
Event Date	
Organiser / Organisation	
Version / Date	

If you have any questions about this template and to submit your event management plan and application for use of Council land, please contact

RCTEventsSafetyAdvisoryGroup@rctcbc.gov.uk

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Distribution List

On submission to the ESAG copies of this plan will be shared with the agencies below who may require additional information and / or query what is included.

Organisation
Rhondda Cynon Taf CBC
South Wales Police
South Wales Fire and Rescue Service
Welsh Ambulance Services NHS Trust
Cwm Taf Morgannwg University Health Board
Others will be dependent on the Nature and Location of the Event.

Checklist – Example

Policies / Procedures / Documents	Responsibility / Deadline	Complete / Included
Licences – TEN Premises Alcohol Street Collection Music		
Risk Assessment – Organiser Contractors		
Insurance – Organiser Contractors		
Stewarding Plan / Steward Briefing		
Security Plan		
Road Closures		
Traffic Management Plan		
Emergency Procedures		
Site Plan / Layout		
Communications Plan		
Lost Children Policy		
Waste Management		
Severe Weather Plan		
Noise Management		
Medical Plan / First Aid Arrangements		

EVENT MANAGEMENT

Sections of this form in **RED** are for information only, to help you complete sections and should be deleted from the finished version. If any answers are n/a (not applicable) an explanation should be included to support the decision.

Event Overview

A summary (one or two paragraphs) of what your event will involve. This should include a brief description of the activities taking place, the reason behind the event, dates, times and a profile of the people who will attend (ages etc.), etc. Is it a chargeable event?

Spectator and Viewing Areas

Please include information about maximum capacities/expected numbers for your site, and the types of areas the public will have access to. Include details of how numbers will be managed. Will there be any specific areas for disabled viewers?

Site Plan

Please include a copy of your site plan with this document. This should include (but not be limited to) items such as positions of attractions, temporary structures all site infrastructure, fencing or barriers, generators, cables, first aid points, car parks, vehicles routes, entry / exit points and emergency exits and assembly points, information points, lost children point, known risks, etc. For smaller events this could be a simple hand drawn diagram showing locations and types of attractions, structures, barriers, entrances, etc.

Risk Assessments

A risk assessment should be carried out for any proposed event, considering all the hazards, the nature and extent of the risks, and the action required to control them. Where the risk assessment identifies significant risks, you must provide information to all those affected regarding the nature of the risk and the control measures which must be implemented. Include details here.

The risk assessment for your event should be included as an appendix to this plan, an example can be found as Appendix 2.

Risk Assessments – Contractors/Exhibitors

Your contractors could include for example stage providers, generators, fun fair ride, face painter or walkabout performer. As the event organiser you are responsible for anything you contract in.

Please list all contractors associated with your event. You will need copies of their risk assessments and insurance (if not part of your policy).

List here which are held. You must be happy that what they supply is fit for purpose for the activities being undertaken and ensure it is always adhered to.

Health and Safety

Even if you are a community organisation with no employees, you still have a responsibility under the [Health and Safety at Work etc Act 1974](#) to ensure that your event and any contractors are operating legally and safely.

Health & Safety Officer/ Responsible Officer	
Name or Organisation:	
Name:	
Contact Number:	
E-mail Address:	
Relevant experience/qualifications in event management	

Insurance

Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or Third-Party Risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council Insurance and Legal Section. To hold an event on RCTCBC property you will require to hold a valid insurance document, whilst a level of public liability cover of £10M is desirable an absolute minimum level of £7.5M will be acceptable in situations where a considered rational can be put forward. Event Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band / dance group, sub-contractor, caterer etc. whom they have instructed / authorised to appear at the event.

(Please note this is in addition to any Employee Liability you require).
Provide details of the Policy here and a copy as an Appendix to the Event Plan.
Also list details of all contractors polices (check dates and what is covered).

Programme Schedule

It is good practice that you should list everything that needs to be done before, during and after your event. This will help ensure you complete tasks on time and that things aren't forgotten.

A schedule should be included showing action, timeframe for completion, responsible officer and a method to monitor/record completion.

It is important that contractors and exhibitors are aware of what is expected of them Appendix 9 and 10 are copies of letters that sets out the expectations as an example of what could be provided beforehand.

Schedule XXXXXX event – prior to event day							
Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete
	Pick-up event signage from sign writer	10am	12 noon	Van + Bill and Ben	Take cheque for payment	X Van booked	Date / Time / Completed By
Schedule XXXXXX event – event day							
Task		Start	Finish	Resources/ who	Notes	In Hand	Complete
Stall holders arrive on site		7am	9am	Stalls coordinator - Sam	All vehicles off site by 9.30 and no further vehicle movements	X stalls coordinator briefed	Time / Completed By
Schedule XXXXXX event – post event							
Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete
	Return generator	9am	10am	Van + Tom	Make sure cables go back	X	Date / Time / Completed By

Opening the Event

List actions that must be completed and inspections undertaken prior to agreement that the event is ready to open to the public. Include who makes the decision and how this is communicated to staff/volunteers/contractors. This will include but not be limited to:

- Vehicle curfews are in place;
- Correct staff/numbers of staff are present, briefed and in place;
- All constructions are complete and signed off;
- Safety Inspection Checklist completed satisfactorily (example Appendix 4);
- Adequate medical provisions are in place, aligned with the medical plan;
- Ensuring contractors/exhibitors are safe and ready to commence;
- LicenCe or TEN to be displayed;
- Actions to be taken if the event cannot go ahead.

Timetable

If your event will have activities taking place at different times and locations across the event site, you will need to programme your activities. This is important for your stewarding, first aid plans, etc.

For example, you may have a stage, arena area and walkabout entertainment. You could programme an arena act to start shortly after a stage act has finished to provide entertainment elsewhere while the changeover for the next stage act takes place.

Time	Stage and arena programme for XXXXX event						
	Stage programme	Arena programme	Face painter	Dog show	Street parade	Music stage	other
12:00	Opening		Face painter			Sound check & noise level setting	
12:05							
12:10							
12:15	Changeover	Cooking demo			Street parade		
12:20				Dog show			
12:25							
12:30	Dance performance					1 st band xxxxxxx	
12:35							
12:40							
12:45							
12:50							
12:55							
13:00							

Staffing



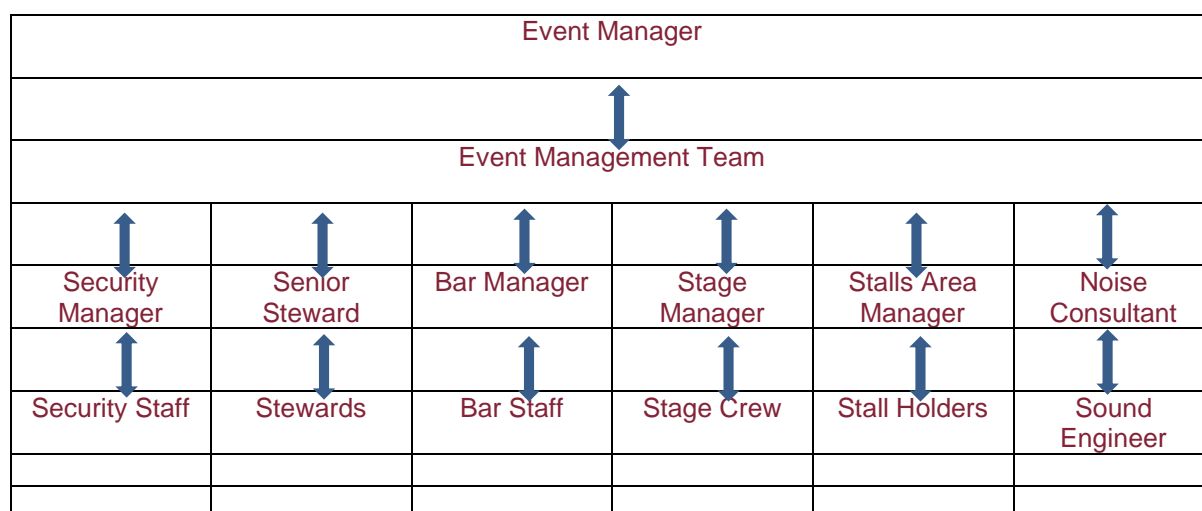
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STAFFING

Organisational Structure

The organisational structure will help everyone involved with your event to understand who is responsible for what. It is also an essential part of your emergency response planning. If there is an incident, your staff and the emergency services will need to know who is in charge.

The example below is a very simple structure. Make sure your organisational structure shows the levels of command and how things will be communicated up and down these levels. This is for indicative purposes only, the detail and complexity should reflect the size, complexity and nature of your event.



Staffing

Please list the other staff who will be needed to help run your event, in addition to the key event management contacts listed above. It is easy to underestimate how many staff will be required to plan and successfully run your event.

You should consider how many you will require in addition to the stewards listed overleaf, think of car park attendants etc. you will need to manage things safely. If there are alcohol sales you will need to show who is the designated premises supervisor (dps).

Consider - ages/ability/shifts/competency/training/statutory – paid/volunteer/other.

Stewarding

The main responsibility of stewards is for crowd management and the risk assessment should be used to determine a suitable number for the event. The crowd profile, nature of the site, provision of alcohol, weather conditions and the lighting conditions should all be taken into consideration. Smaller events may use volunteers as stewards whilst larger events may employ professional stewards, in either case the stewards must be properly trained and briefed as to their responsibilities. They should be easily identifiable.

A stewarding plan should be developed highlighting locations, numbers, roles, expectations and what they should and shouldn't be doing as well as communication methods and management structures.

List here numbers of stewards and broad areas of responsibility and include the main stewarding plan as an Appendix to this plan.

Stewards should be briefed and competent to perform their role. Appendix 3 is an example briefing for stewards. You should develop one specific to your event and provide copies to stewards. It is also important that you confirm their understanding and that they are regularly monitored.

Security

Your risk assessment and/or expectations from other parties such as Licensing or the Police may dictate the need for professional SIA (Security Industry Authority) Registered Staff.

Include details of the Security provider and what is being provided here; include their security plan as an Appendix to this plan.

NPCC Stance



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NPCC STANCE ON POLICING EVENTS

“.....the police have no general duty to preserve public safety (crowd control) at any public event, except where there are imminent or likely threats to life the responsibility for public safety rests with the organisers of an event, the owners of the land on which it takes place **and the local authority if the event takes place on a road.**

In the past the police service has taken the lead and undertaken actions to facilitate public events, acting for what **they believed to be the public good.** However, a more focused approach, confining police action to those issues which are part of our core responsibilities and **where there is legal authority,** must be adopted.

..... in the current financial situation, forces must also carefully consider every deployment of officers and staff and consider whether each deployment (whether paid for or not) represents best value and is the best use of the resource. This is particularly relevant in the field of event policing where, by the very nature of the event, there is **an existing event organiser** (many of whom will be organising the event for commercial purposes) with a **moral and legal obligation to ensure the safety and security of people attending their event.** For most events, this will mean organisers take their responsibilities seriously, comply with relevant legislation and put in place adequate control measures to manage crime, disorder and security meaning the presence of police is not required or is limited.

However, there will be occasions where the management of crime, disorder or security-related issues is beyond the capability of the organisers and the presence of police may be required. “

To this end - every ESAG application for an event should include

Will you require assistance from the Police? (Please note the Police will no longer manage traffic at events or processions)	Yes		No	
Do you reference police support in either your emergency or contingency plans?				
If so, have you made contact with them?				
Who is your point of contact?				
Please outline what assistance you require:				
ALSO - Please provide brief details of what Counter Terrorism Measures will be in place to protect the public/those in attendance at the event. (full details should be in your EMP and Risk Assessments) Full consideration should be given to:				
THREAT	Y/N	REASON		
E.G. Vehicle as a weapon	N	Event indoor- no vehicle access		
Vehicle as a weapon				
Firearms and weapons attack				
Chemical attack [Acid]				
Improvised explosive device [IEDs]				
Person Borne Improvised Explosive Device IED (PBIED)				
Vehicle Borne IED (VBIED)				
Bomb threat				
For potential guidance please follow https://www.gov.uk/government/publications/crowded-places-guidance				
Mitigation considered/in place:				

The **Public Accessible Locations** (formally, Crowded Places) guidance booklet available to download via the National Counter Terrorism Security Office (NaCTSO) website is a guide to give protective security advice to those who are responsible for organising major events and event security, irrespective of size and capacity and is not specific to any particular type of event. It is aimed at those events where there may be a risk of a terrorist attack either because of the nature of the event or the number or nature of the people who host or attend it and highlights the vital part you can play in the UK counter terrorism strategy.

<https://www.gov.uk/government/publications/crowded-places-guidance>

Additionally, we would advise that all staff involved in an event, primarily stewards and security staff should have a working knowledge of the NaCTSO, **ACT Awareness e-Learning** that has been developed. The e-learning includes interactive video scenarios and instructional tutorials, combined with visual and audio footage, to create engaging learning, with modules covering key areas such as identifying security vulnerabilities, responding to suspicious behaviour, dealing with a suspicious item, how to deal with a bomb threat, and responding to firearms or weapons attacks. The interactive course, which is available to companies or private individuals, takes just 45 minutes to complete and can be done all in one go or in short modules. It explains how to spot the signs of suspicious behaviour and what to do to help yourself, others and the emergency responders if an attack should take place. To log on and learn, visit <https://ct.highfieldelearning.com/>

Key Event Contacts - Management

Complete the following table with the names, roles, responsibilities and contact details (radio/mobile, etc.) of the key people involved in organising your event. Add more lines if necessary; delete if not applicable. The event manager has overall responsibility for all aspects of the event. Depending on the nature and scale of the event, other people will have key tasks and responsibilities allocated to them but will report to the event manager.

Name	Role	Responsibility	Contact Details
	Event Manager	Overall responsibility	
	Production	All event infrastructure, ordering, delivery timings etc	
	Volunteer Coordinator	Volunteer recruitment, training and event day management	
	Steward Coordinator	Recruitment, training and event day management	
	Health and Safety Officer	Risk assessments, legal compliance, fire points, site inspections, first aid provision	
	Welfare	Toilets and wash facilities	
	Waste Management	Organisation of waste clearance and recycling	
	Bar Manager	Manage Bar Operation	
	Sound Management	Monitor / Manage Sound Levels	
	Lead Doctor/Medical – First Aid Provider	Provide adequate medical cover for the event and attendees	

Key Event Contacts – Other

Complete the table below with details of any other key contacts for your event. Add more lines if necessary. You should include details of everyone who will be involved with your event, such as suppliers, stallholders and emergency contacts.

Suppliers (marquees, catering etc)				
Organisation	Contact	Service / Provides	Contact details	Notes
			Email and mobile	
Authorities (fire, police, first aid etc.)				
Organisation	Contact	Service / Role	Contact details	Notes
			Email and mobile	
Attractions, artists and entertainment				
Organisation	Contact	Service / Provides	Contact details	Notes
			Email and mobile	

Procedures



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Procedures

Emergency Procedures

You must document your procedures for fire, emergency site evacuation, communicating with your audience in an emergency, contacting the emergency services, who will make decisions, etc. Include definitions, i.e. when an incident become major and is handed over to the police. You will need to share your emergency procedures with your event appropriate persons based on the nature and scale of your event for example - staff, contractors, volunteers and the emergency services.

It is important that all people working on the event are aware of the procedures, their role and the methods of communication.

First Aid and Medical Cover

Please list the first aid and medical cover you will have at your event. Include details of a medical risk assessment, what is being provided, by whom, locations of medical staff as well as first aid/medical stations, numbers and specialist resources such as ambulances. For larger events this may be added as an appendix to this document.

In addition the Welsh Ambulance Services University NHS Trust (WAST) have asked that they be provided with information regarding your event using this link - [Event Medical Assurance](#)

****Please note that First Aid at Work and Emergency First Aid at Work are not really appropriate qualifications for the event industry. Event first aiders should have a qualification in Pre Hospital Care to include the use of AED and oxygen therapy. FREC3 (First Response Emergency Care) and FPOS (First Person on Scene) are such examples. Organisers are advised to use The Purple Guide for guidance on the appropriate cover. ****

For events of 1000 / higher risk events, you will need to provide a Medical Plan detailing the level of cover. This may be incorporated into your Event Management Plan.

Most appropriate route or entry points for Welsh Ambulance Services NHS Trust ambulances should be included so there are no unnecessary delays should we need to attend.

Please see Appendix 8 for further guidance.

Fire Safety at Your Event

Please document how you have addressed the key areas of the fire risk assessment

process:

- Identified the fire hazards, i.e. sources of ignition, fuel and oxygen
- Identified people at risk within and surrounding your site and those at highest risk
- Evaluate the risk of a fire occurring and evaluate the risk to people should a fire occur
- Remove or reduce fire hazards and removed or reduced the risks to people
- Considered detection and warning, firefighting, escape routes, signs and notices, lighting, maintenance
- Recorded significant findings and action taken
- Prepared an emergency plan
- Informed and instructed relevant people and provided training
- Reviewed and revised your assessment where necessary

Communications

You must have a reliable method of communication in place for the event; this should be proportionate to the size and location of your event. You must have a clear communications plan in place and ensure everyone is familiar with the plan. You also need to make sure that you have the communications equipment you need on the day. This could include radios, mobile phones, staff to run errands and messages and a public address system.

It is essential for stewards and organisers to be able to communicate during the event. For larger events, there should be at least one office or control point on site, jointly staffed by all the organisations taking part.

There are three main areas of communication for your event:

- Letting residents and businesses in the surrounding area know about your event plans before the event; the earlier the better.
- Internal communications on the day of the event.
- Communicating with your audience on the day.

Event Notification – Surrounding Residents

Please document how you will let surrounding residents and businesses know about your event plans here.

Event Day Communications – Internal

Please document your plans for your event day communication for event staff and emergency services, both on site and off site, here.

- Ensure you list phone contact details and radio channel details if radios are being used in the Key event management contacts section.
- Ensure that everyone working on your event is aware of your Organisational structure and knows who to contact if they need to report an incident or pass on information.
- Ensure your communications plan ties up with your emergency response plan.

Event Day Communications – Public

Please document your plans for communication with your audience on the day here. Particularly where they relate to emergency procedures. Include any prepared messages.

Lost Children

For events where children may be in attendance you require a lost children policy and procedure. Appendices 5, 6 and 7 are examples of a procedure and forms that could be adapted to match the needs of your event.

Crowd Management

The type of event, site and the numbers attending will determine the type of controls required. Entrance gates and barriers may be necessary for public safety. Locations should be included upon the site plan. You should also take into account the audience profile, ages, numbers of disabled attendees, etc.

This section should give a detailed overview of how the crowds will be managed.

General / Specific Advice



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General / Specific Advice

Traffic, Transport and Parking

Smaller community events will have limited impact on traffic and parking; however, you should still consider this when planning your event. Larger events can have a big impact on local traffic and transport and will require extensive risk assessments and detailed plans dealing specifically with traffic and transport.

- How will your target audience travel to your event?
- Consider the various transport links around the event site and how these can be promoted to your audience as a way to get to your event.

Are you proposing any road closures or changes to the way traffic can use the highway? You will need to give at least 8 weeks' notice, and the more notice, the better as workload can impact on delivery. Applications must be made via the council website <https://forms.rctcbc.gov.uk/en/Web/ttro/TypeOfApplication>

Are any barriers or vehicle mitigation measures being utilised (if so provide details)?

Outline any traffic, transport or parking plans for your event here. For larger events that may require a separate Transport Plan that should be appended to this one.

Vehicles on Site

The potential for conflict between vehicles and staff / the public is an important risk that needs to be taken into account during your planning and risk assessment process, whether by accident or by a deliberate act. Plans need to be in place to reduce the chances / impact of such an occurrence. These plans need to take into account the setup, event time and take down of the event. Also consider the need for access and egress of emergency vehicles; where possible consider provision of suitable routes for the exclusive use of emergency vehicles.

Please outline your vehicle policy and procedures for your event site here. It is seen as good practice to have vehicle curfews in place when the public are in attendance and to have procedures in place to facilitate the very rare occurrence of a managed vehicle egress. For certain events the emergency services may insist upon this.

Licensing

Under the Licensing Act 2003 a Premises Licence or Temporary Event Notice is required for any event involving the sale by retail of alcohol, provision of late-night refreshment and/or regulated entertainment which is defined as:

- Live or recorded music;
- Plays;
- Films;
- Boxing or wrestling;
- Indoor sporting events;
- Performance of dance (or dancing).

For events of 499 and below you may require a TEN, for events of 500 and above, you may require a Premises Licence

Under the Gambling Act 2005 licences or permits may be required if the event is to provide any form of gambling. This includes certain types of prize draw or raffle.

If you are collecting money for a charitable cause or on behalf of a charity a permit should be obtained at least 28 days in advance of the collection from the Councils Licensing Section.

If your event will include any licensable activity, please provide details here.

A performing rights society licence may be needed. Purchasing a *PRS for Music* license helps you legally use or play music. Further information can be found on

<https://www.prsformusic.com/licences>

Intellectual Property Rights

If merchandise is to be sold at the event then only Official Licenced Merchandise can be sold.

And if Character Mascots will be used at the event then the event organiser must ensure that the provider will only use officially licensed costumes and that they have permission to use them from the Intellectual Property Rights Holder. **The use of mascots and live characters without approval from the Intellectual Property Rights Holder can breach both criminal and civil legislation (Trade Marks Act 1994, Copyright, Designs and Patents Act 1988).**

If your event will include any licensable activity, please provide details here.

Provision of Alcohol

Will a bar be provided if so who will be providing it give details:

Who will be the Designated Premises Supervisor?

How will the alcohol be served give details i.e.: plastic bottles, beer measuring meters and use of stamped plastic glasses for the supply of beer, lager, cider and wine. Products that are listed in column 1 of the Table in paragraph 1 of the Schedule to The Environmental Protection (Single-use Plastic Products) (Wales) Act 2023 should not be provided

Will spirits be provided if so, how will they be dispensed i.e.: stamped optics, or measures and then dispensed into plastic glasses.

Document what arrangements have been made to control under - age drinking

For example

1. Implement and operate 'Challenge 25 Scheme' as promoted by Trading Standards Officers to include: -

- Display of appropriate warning signs to the effect that any persons appearing to be under the age of 25 will be subject to challenge in respect of age restricted goods. Such signage to be displayed at the areas where alcohol is served.

- Staff will be trained to ask any customers who appear to be under 25 to produce an acceptable form of ID on each occasion that they visit the bar to purchase alcohol. Over 18's will be issued with a wristband once age has been verified.

- Only acceptable forms of ID to be

- a) PASS Accredited Proof of Age

- b) Photo driving licence

- c) Passport

- d) Military ID

- All Staff working at the event to receive training concerning use of Challenge 25 scheme and acceptable forms of Identification.

2. Security staff will be tasked to identify any proxy sales. Alcohol will be confiscated from under 18's.

3. Drinks will be limited to the sale of three alcoholic drinks per customer.

Provision of Food

Document details of any catering and/or food you plan to provide at your event here. You should also list details of any catering concessions in the Key event contacts – other section.

We recommend you only use food providers with a food hygiene rating of 3 or above. Inform Environmental Health (Food Safety Team) via 01443 425001 / Food.HealthandSafety@rctcbc.gov.uk of the providers you will be using.

Food business operators in the retail and catering sector are required to provide allergen information and follow labelling as set out in food law. This means that food business operators must-

1. provide allergen information to the consumer for both prepacked and non-prepacked food and drink
2. handle and manage food allergens effectively in food preparation. Food businesses must make sure that staff receive training on allergens.

It is recommended that you review your food storage, preparation and handling procedures to reduce the risk of cross contamination, particularly by the foods most commonly causing reactions of intolerance, like cereals (containing gluten), crustaceans (shellfish and molluscs), eggs, fish, peanuts, soybeans, milk and other dairy products, peanuts, tree nuts, and sesame seeds.

Ideally you should: -

Have segregated storage for ingredients etc. containing allergens or ensure that the containers that hold such ingredients are kept closed, and

Segregate the preparation of foods containing allergens. Segregation may be achieved through the physical means, e.g., separate preparation tables, or by time, e.g. foods containing nuts being produced last, and by cleaning/disinfection procedures for work surfaces, utensils etc. after use.

Products that are listed in column 1 of the Table in paragraph 1 of the Schedule to The Environmental Protection (Single-use Plastic Products) (Wales) Act 2023 should not be provided.

Fun Fairs

Before approval is granted for rides or fun fairs you will need to make sure:

- Any stand-alone ride or rides that are part of a fun fair are part of the ADIPS (Amusement Device Inspection Procedures Scheme) scheme.
- The operator provides you with a copy of their In-Service Annual Inspection papers and you provide a copy of these to us with your event management plan.
- The operator confirms in writing that they operate under the HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice.

Please include here any rides or fun fairs you intend to have at your event and contact details for the providers.

Inflatable Play Equipment

Before approval is granted for inflatable play equipment, you will need to make sure:

- The operator can provide a copy of the current PIPA/ADIPS test certificate for the equipment.
- The operator carries out the daily checks on the equipment as required by EIS7
- You know when the equipment was last fully inspected
- You get full instructions on its SAFE operation
- The equipment is clearly marked with limitations of use (maximum user height etc.)
- Are you a member of a relevant association (AIMODS, NAIH or BIHA)?
- More guidance is available on the PIPA Inflatable Play Scheme/ADIPS websites.

Please include here any inflatable play equipment you intend to have at your event and contact details for the providers.

[RCT Inflatables safety advice - Copy.pdf](#)

Pyrotechnics / Bonfires

Public firework displays at events must be properly planned and managed by a competent company or person (i.e. someone with sufficient training and experience);

- A risk assessment must be undertaken giving consideration to the weather conditions and location and in order to choose appropriate fireworks for the display and to provide contingency planning.
- The public must be kept out of the display site – often this will require suitable barriers and stewarding.
- Dedicated fire teams with appropriate extinguishing media will need to be considered
- Consideration should be given to environmental issues and the affect fireworks can have on animal welfare and on vulnerable people in our communities, including noise, debris and smoke.
- Adequate arrangements must be made for clearing the site after the display.

Further guidance:

[GYOFD-Red-Guide.pdf](#)

[WTOFD-Blue-Guide.pdf](#)

[Firework Display leaflet ENG.pdf](#) [Taflen Arddangosfa Tân Gwylt.pdf](#)

Special Effects

The use of special and visual effects at an event must be properly planned.

- Risks associated with special effects should be assessed by a competent person and effective risk control measure implemented.
- Those involved in the planning, assembly and execution of special effects must be suitably trained and competent.
- Adequate time and resources must be provided to prepare and rehearse.
- Secure facilities must be made available for the assembly, fusing etc. of explosive effects before their use.
- Arrangements must be made in case of an emergency.

Campsites

Emphasis needs to be placed on proper planning to ensure that an adequate level of services and facilities are available for the whole duration of the camping event and not merely during the licensed period of entertainment. Procedures for evacuation of campsites should be included within the event emergency/evacuation plans.

Noise

The things most likely to cause noise nuisance include live music stages, funfairs and public address systems.

Think about noise nuisance when you choose your event location.

Larger events that have a music stage will always have to employ a suitably qualified noise consultant in addition to the sound engineer and must agree sound levels with the Councils Pollution and Housing Standards Team.

Provide nearby residents with an event day contact in case they need to make a noise complaint.

Have a log of complaints received by the event and actions taken to resolve them. List the elements of your event that could cause noise nuisance and document the plans you have in place to minimise it.

For larger events a noise management plan should be prepared and agreed with the Pollution and Housing Standards team.

Noise levels and monitoring may be part of your licensing conditions.

Animals at Events

Livestock (Cattle, Sheep, Pigs, Goats and Deer) at Events

See Appendix 11 for further information

Bird gatherings at Events

See Appendix 11 for further information

You must obtain consent from the Council in writing before bringing animals on site for exhibition, performance or entertainment. We may prohibit the use of animals that pose a danger to the public. It is important to note that animals are not permitted to be given as prizes at events on Council owned land.

You must provide copies of all relevant licences and registration documents for each animal with your event application plan.

You are responsible for the welfare of the animals under the Animal Welfare Act 2006. This includes the animals' transport, housing, food and how they are displayed to the public. As such, event organisers shall ensure that competent person is present throughout the duration of the event in order to monitor the welfare of the animals.

Please provide a detailed list of all animals you plan to bring onto your event site. Include copies of all relevant licences and registration documents for each animal.

Donkey rides are a licensable activity.

Toilets

You must ensure that adequate toilet facilities are available for your event attendees, these will be based on the length of the event, the nature of activities and the demographic split including disabled provision. If not available on site these may need to be brought in.

Please outline your planned toilet provisions for your event based on your expected numbers and gender split here. Include supplier (if not already on site), locations and maintenance regime.

The Events Industry Forum guidelines for toilets numbers as per the Purple Guide are provided overleaf. Please note Table 1 is reference to toilet blocks/self-contained

toilets which do not have internal basins and Table 2 are self-contained toilets with internal basins. Further clarification on the type can be sort from the provider.

Table 1

	<u>Female Toilets</u>	<u>Male Toilets</u>	<u>Urinals</u>	<u>Accessible toilets for disabled and wheelchair users</u>
For Events with a gate time of less than 6 hours duration	1 per 100	1 per 500	1 per 150	1 per 50
For events with a gate opening time of 6 hours or more but with little or no alcohol or food served	1 per 85	1 per 425	1 per 125	1 per 45
For events with a gate opening time of 6 hours or more with alcohol and food served in quantity	1 per 75	1 per 400	1 per 100	1 per 40
For campsites at major events swapping emphasis from urinals to wc's for males	1 per 75	1 per 150	1 per 250	1 per 40

Table 2

	<u>Female toilets</u>	<u>Male Toilets</u>	<u>Urinals</u>	<u>Accessible toilets for disabled and wheelchair users</u>
For Events with a gate time of less than 6 hours duration	1 per 80	1 per 400	1 per 150	1 per 50
For events with a gate opening time of 6 hours or more but with little or no alcohol or food served	1 per 68	1 per 340	1 per 125	1 per 45
For events with a gate opening time of 6 hours or more with alcohol and food served in quantity	1 per 60	1 per 320	1 per 100	1 per 40
For campsites at major events swapping emphasis from urinals to wc's for males	1 per 60	1 per 120	1 per 250	1 per 40

Waste Management

It is essential that your event has a waste management plan in place and that it is carried out in accordance with the Workplace Recycling Regulations 2024.

- How will you keep the site clear of waste? Will this be done by stewards or volunteers?
- How you will manage waste during and after your event, including details of bins, skips, recycling, litter picking and the segregation of recycling?

Document your waste management plans for your event here.

Recycling

Your event should have a recycling plan in place in accordance with the Workplace Recycling Regulations 2024 and that it is carried out.

For small community events, this could be as simple as labelling some bins to encourage people to separate their recycling into plastic bottles, paper, food, etc.

Larger events will need to show that they have a recycling strategy or are employing a professional recycling organisational to manage waste and separate recycling including food on the day.

- Make sure your concessions and food suppliers comply with the Workplace Recycling Regulations 2024 and have appropriate policies and procedures in place for the use of re-usable products or provide biodegradable containers and systems for the disposing of dirty water, food, and cooking oil etc
- Think through how you will enforce the separation of recycling and food waste. Contaminated recyclables will be sent to landfill and may be subject to fines.

Document your recycling plans for your event here.

Temporary Structures

For a small event, temporary structures may be market stalls and a marquee. Larger events and festivals may include stages, grandstands, lighting towers, gantries, site offices etc. Details will need to be provided in advance to Building Control, on larger structures this needs to include a description of what's being constructed, sizes, materials being used, a drawing, method statement of construction, copies of RA and all needs to be signed off by an independent engineer including once the structure is completed to say it's safe and ready to use. Consider wind load capabilities, ballast requirements and dismantling.

The approval process will depend on the scale and structure types. If the structures will be in place for a long time, you may need planning permission. Larger temporary structures need to be signed off by independent engineers before they can be used.

As a minimum:

- All suppliers will need to supply you with a copy of their public liability and employee insurance certificates.
- All suppliers will need to provide you with relevant risk assessments and method statements for the product they are supplying for your event.
- Suppliers must provide a signed hand over inspection once the structure is completed to say that it is safe and ready for use.

Include a list of all temporary structures, their suppliers (including contact details) and how the issues raised above will be achieved and who has responsibility for ensuring compliance.

The erection of some temporary structures at entertainment events falls within the definition of construction work in regulation 2(1) of the Construction (Design and Management) Regulations 2007 (CDM)

Consideration should also be taken if you are carrying out working at height. You should ensure all work at height that you undertake is controlled and is properly planned and organised. A pertinent risk assessment should be undertaken.

Electricity

All electrical installations, even temporary ones, must comply with the Electricity at Work Regulations 1989. Any event that has electrical supply included must have a competent electrician sign off the installation before the event starts.

If you are including electrical supply as part of your event, please provide details [here](#).

Generators.

If you intend to use mobile generators you can refer to BS 7430 for the earthing requirements for outdoor events.

The use of petrol fuelled generators should be discouraged in favour of diesel, gas or renewable energy.

The generator and its fuel should not be accessible to members of the public or other unauthorised people and may need to be fenced. Appropriate and adequate firefighting equipment should be provided.

Barriers & Fencing.

Barriers and fences at events serve several purposes. They can be used to:

- provide physical security, as in the case of a high-perimeter fence at an outdoor event)
- shield hazards
- aid the management of event attendees and influence their behaviour
- define routes
- remove sight lines
- prevent the audience climbing on top of temporary structures
- relieve and prevent the build-up of audience pressure

It is important that the use of barriers and fencing at any event is thoroughly considered and risk assessed. Incorrect use of a barrier/ fencing product for a location and/or circumstances could cause injury or harm.

Weather

Weather issues can impact on your event in a number of ways – Heat, Rain, Storms, etc. Depending on the activities taking place and prevailing conditions at the time of the event procedures will need to be documented on how issues will be managed. Things to consider will range from for example provision of drinking water, through to cessation of high-risk activities through to cancelling the event.

Weather will also be part of your risk assessment.

Please document your procedures here as well as who is responsible for decision making and how issues will be communicated to staff and the public (before and during the event).

Appendices



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APPENDICES

1. Further Sources of Guidance
2. Risk Assessment Example
3. Steward Briefing Example
4. Safety Inspection Checklist Example
5. Lost and Found Child Policy Example
6. Lost Child Form Example
7. Found Child Form Example
8. Medical Risk Assessment Form
9. Exhibitor Letter Example
10. Contractor Letter Example
11. Livestock (Cattle, Sheep, Pigs, Goats and Deer) at Events
12. Event Planning and Counter Terrorism Considerations
13. Counter Terrorism and Venue Hire Policy

APPENDIX 1: Further Sources of Guidance

1. Guidance on Running Events Safely - HSE
<http://www.hse.gov.uk/event-safety/>
2. Your guide to organising a street party - GOV.UK
<https://www.gov.uk/government/publications/your-guide-to-organising-a-street-party>
3. Crowded Place Guidance - GOV.UK
<https://www.gov.uk/government/publications/crowded-places-guidance>
4. Organising Firework Displays - HSE
<http://www.hse.gov.uk/explosives/fireworks/using.htm>
5. Managing Crowds Safely - HSE –
<http://www.hse.gov.uk/pubns/books/hsg154.htm>
6. The Purple Guide – <http://www.thepurpleguide.co.uk/>
7. Organising a voluntary event: a 'can do' guide - GOV.UK
[https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntaryevents/the-can-do-guide-to-organising-and-running-voluntary-and-community- events](https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntaryevents/the-can-do-guide-to-organising-and-running-voluntary-and-community-events)
8. Temporary demountable structures (TDS) - stages, seating, marquees etc - HSE
<http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>
9. Security at Events Guidance - SIA (Security Industry Authority)
https://www.sia.homeoffice.gov.uk/Documents/licensing/sia_security_at_events.pdf
10. Fire Safety - Risk Assessment - Open Air Events and Venues – HSE
<https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-eventsand-venues>
11. Five Steps to Risk Assessment – HSE –
<http://www.hse.gov.uk/risk/controlling-risks.htm>
12. PIPA Inflatable Inspection Scheme – <https://www.pipa.org.uk/>
13. ADIPS (Amusement Device nspection Procedures Scheme) – www.adips.co.uk
14. The Association of Event Organisers – <https://www.aev.org.uk/e-guide>
15. Circus Toolkit – <https://circusgb.com/safety-tool-kit>
16. General Security Advice
<https://www.gov.uk/government/organisations/national-counter-terrorism-security-office>
17. Crowded Places Guidance
<https://www.gov.uk/government/publications/crowded-places-guidance>
18. Welsh Government Corona (COVID- 19) Guidance
19. Guide to Safety at Sports Grounds 6th Edition (The Green Guide) – Sports Grounds Safety Authority. – <https://sgsa.org.uk/greenguide/>
20. SG03: Event Safety Management Guidance – Sports Grounds Safety Authority
<https://sgsa.org.uk/safetymanagement/>
21. Alternative Uses of Sports Grounds – Sports Grounds Safety Authority
<https://sgsa.org.uk/alternative-uses-of-sports-grounds/>
22. Demountable Structures – Sports Grounds Safety Authority.
<https://sgsa.org.uk/demountable-structures/>
23. [Temporary Drinking water guide 2023 \(1\).pdf](#)

APPENDIX 2: Risk Assessment - Example

Risk Assessment – Example

RISK ASSESSMENT COVER SHEET

Event	
Date	
Venue	
Scope of Arena	
Organise	
RA Undertaken by	
Date RA Undertaken	

Overall Event Risk Assessment

Specific hazards have been identified by members of the organising group.

Where a situation arises, which is not identified in this section the organising group will take the decisions and instigate actions as appropriate.

In the event of a situation arising which requires the instigation of Incident Management Procedures for any or all of the organisations involved they will follow their own agreed procedures.

NOTE: Steps have been taken throughout the planning stage of this event to mitigate the effects of these hazards and continuous monitoring up to and during the event will reduce or eliminate the potential for problems arising as a result of these hazards.

Scope of Risk Assessment:

For example:

- Traffic Management
- Crowd Management
- Event area hazards

Key Activities / Visitor Profile

For example:

- Cycling in groups on public roads/cycle paths.
- Mixed family groups, adults and unaccompanied older children.
- Mixed family groups, adults and unaccompanied older children.

Risk Assessment matrix

Probability (P)	Severity (S)	Calculation of Risk (R)	Action Level																														
4 - Very likely 3 - Likely 2 = Unlikely 1 - Very Unlikely	4 - Multi death/injury 3 = Single death 2 -Specified injury 1 - Minor/First Aid	<table><tr><td>Probability 4</td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td>4. L</td><td>8. H</td><td>12. H</td><td>16. H</td></tr><tr><td>2</td><td>3. L</td><td>6. M</td><td>9. H</td><td>12. H</td></tr><tr><td>1</td><td>2. L</td><td>4. L</td><td>6. M</td><td>8. H</td></tr><tr><td></td><td>1. L</td><td>2. L</td><td>3. L</td><td>4. L</td></tr><tr><td>Severity</td><td>1</td><td>2</td><td>3</td><td>4</td></tr></table>	Probability 4					3	4. L	8. H	12. H	16. H	2	3. L	6. M	9. H	12. H	1	2. L	4. L	6. M	8. H		1. L	2. L	3. L	4. L	Severity	1	2	3	4	LOW – no action required MED – justify/review for each event day HIGH – immediate action/further control needed
Probability 4																																	
3	4. L	8. H	12. H	16. H																													
2	3. L	6. M	9. H	12. H																													
1	2. L	4. L	6. M	8. H																													
	1. L	2. L	3. L	4. L																													
Severity	1	2	3	4																													

Specified Injuries

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure.

Hazard	Consequences	Who is at risk	P	S	R	Controls	P	S	R	Action Level
Slips and trips	Injury	Public Employees Volunteers Participants	4	2	8 H	Event area is public space and roadway Marshalls	3	1	3 L	Low
Collisions and impacts	Injury, fatality	Public Employees Volunteers Participants	4	3	12 H	Crowd/vehicle segregation Marshalls	2	2	4 L	Low
Fall from heights	Injury, fatality	Public	2	3	6 M	No activity taking place at height Limited street furniture at height Marshalls	1	2	2 L	Low
Ill health	Illness	Public Employees Volunteers Participants	2	2	4 L	Local medical provision Marshalls Short event duration	1	2	2 L	Low
Crowds/public	Overcrowding	Public Employees Volunteers Participants	3	3	9 H	Marshalls Designated viewing areas	2	3	6 M	Med
Manual Handling	Injury	Employees	2	2	4 L	Manual handling restricted to laying out of barriers by trained staff	1	2	2 L	Low
Adverse Weather	Illness/injury	Public Employees Volunteers Participants	3	2	6 M	Short event duration Adequate shelter in commercial premises	3	1	3 L	Low
Violence/behavioural issues	Injury, fatality	Public Employees Volunteers Participants	3	1	3 L	Police presence Marshalls	1	1	1 L	Low

Hazard	Consequences	Who is at risk	P	S	R	Controls	P	S	R	Action Level
Access/egress	Long Queues Overcrowding Emergency Vehicle Access constraints	Public Employees Volunteers Participants	4	3	12 H	Slow crowd build up Large viewing area Barriers in place Numerous entrances/exits Marshalls	2	1	2 L	Low
Traffic Management	Injury, fatality	Public Employees Volunteers Participants	4	4	16 H	Road closure Barriers in place to create large viewing area segregated from traffic Marshalls Urban area speed limits One Way System	1	4	4 L	Low
Noise from entertainment	Complaints Hearing damage	Residents / Participants at Event / Staff	4	2	8	Setting of appropriate noise levels Monitoring of noise levels Provision of ear protection for staff and event attendees Responding to complaints from local residents	3	2	6	Med

APPENDIX 3: Steward Briefing - Example

Please read these instructions carefully, to ensure that you are aware of your roles and responsibilities throughout the event, and key information relating to the event. Accompanying this briefing paper is the Emergency Management Procedures and a map of Anytown Park outlining locations of key elements. Please ensure you are always aware of these and keep any information required on you.

Event Management Team Contact Numbers:

Julie Davies – 0111 222222

Helen Jones – 0222 333333

Jeff Williams – 0333 444444

TIME	ATTRACTION	LOCATION
11am to 5pm	Land Train	Inside Park Perimeter (outer tarmac area)
11am to 5pm	Dinosaur, Mobile Farm, Exotic animals, Flossy and Boo	Band Stand Area
	Lake Boats	Lake
11am to 5pm	Donkey Rides, Zorbing, Mobile Zip Wire	Grassed Area between Food/Craft Stalls and Lake
11am to 5pm	Funfair	Top Road/Top of the Park
12pm to 5pm	Live Music Stage – See attached for breakdown	Near Park Lane Gates
11am to 5pm	Food Vendors and Craft Stalls	Near Children's Play Area

General Information:

- Free Admission (some attractions incur additional charges). Tokens for these attractions can be purchased on the day.
- Event Control will be located in the 'Lodge' located by the Main Park gates.
- Upon arrival and before leaving the event site, all staff must sign a register in and out - this can be found in the event control.
- The yellow What's On Marquee will have dual roles on the day of the event – it will act as the Lost/Found Children's Welfare Point and as a location for Information Provision for the general public.

This is a **NO ALCOHOL** event. Searches will be undertaken by security at key access points to confiscate anything found upon entry. If you notice anyone in the possession/drinking alcohol during the event please notify a member of the Event Management Team. Anyone found with alcohol will be asked to leave the park or hand in any alcohol which will be disposed of by the Event Management Team.

- Toilets – Park toilets can be found next to the Café near the lake. There are also portable toilets throughout the park (see attached map for locations).
- A Staff Welfare Point is available for agreed staff breaks during the event. This marquee is located behind the live stage area, on the opposite side of the tarmac. There will be water provided in this area and sanitary facilities. No staff working on this event (including security) should be seen smoking anywhere other than within the designated area and are to remove their 'Hi Vis' jackets.

Lost/Found Children:

Found Child:

- If you find a child that appears alone, distraught or lost – your primary role is to stay with the child.
- The child is to be reassured that every effort will be made to re-unite them with parents/guardians, in order to reduce anxiety and undue stress.
- You are to inform Event Control via radio – i.e. “*YOUR NAME*..... to Event Control,” upon acknowledgment by Event Control, you continue “I’d like to report a found child in.....area”.
- Event Control will notify the Event Management Team, who will deploy a senior member of staff to come meet you. You are to remain with the child until Event Management Team inform you otherwise.

Lost Child:

- If someone reports a lost child to you, you are to assure them that every effort will be made to reunite them with their child, thus reducing anxiety and undue stress.
- You are to inform Event Control via radio – i.e. “*YOUR NAME*..... to Event Control” and upon acknowledgement by Event Control you continue “I’d like to report a lost child in.....area.”
- Event Control will notify the Event Management Team, who will then proceed to the location of the parents/guardian, where you will remain.
- Upon arrival Event Management Team will take a lead on the incident and instruct you further.

First Aid:

Marks Medics Ambulance will be onsite providing first aid cover. They can be located near the Petting Farm Area / Bandstand (please see attached map).

- Upon locating someone that has been injured, you are to radio Event Control and provide Event Control with as much information re: the incident as possible. i.e. “YOUR NAME..... to Event Control” and upon acknowledgement by Event Control you continue “I’d like to report an incident in.....area. We have... (INCLUDE NATURE OF INCIDENT AND ANY DETAILS YOU CAN GIVE).”
- Event Control will then relay this information to Marks Medics and the Event Management Team – both of which will head towards your position.
- It is your responsibility to remain with the person/s injured and try and keep them calm, obtaining as much information re: what has happened as is possible. Once the Event Management Team arrive, they will instruct you further.

Lost Property:

Any lost property found must be brought to What’s On Marquee and given to a member of the Events Team immediately. Also, if a member of public reports an item as lost please direct them to the What’s on Marquee. All lost/ found property will be logged.

Emergency Management Procedures:

Please refer to the Emergency Management Procedures document for details on what will happen during an emergency (i.e. fire, evacuation, medical emergency and suspicious packages), and your specific roles and responsibilities.

Public Behaviour

If you see someone who appears drunk or who is acting aggressively, please inform event control and a member of the Event Management Team will head to your position.

Traffic

All traffic (for site build and breakdown) will access the event site via the Top Gate access point. A one-way system will be in place and vehicles are permitted to drive a maximum of 5mph with their hazard lights engaged. If you can see these rules are not being followed, please radio a member of the Event Management Team and inform them accordingly.

All vehicle movement will stop at 10.30am and all vehicles not forming part of the event should be clear of the Park by this time. Vehicles will be allowed back on site from 5.30pm. From the times of **10.30am until 5.30pm there will be no vehicle movement** other than for Emergency vehicles needing to access the site and with the exception of allowing live animals to leave the site. Security and Event staff will be instructed of their roles and responsibilities to escort all vehicles coming into and out of the Park during the event.

Please note: If a member of the public asks you a question and you don't know the answer please radio a member of the Event Management Team for further information.

Once you have read these instructions thoroughly, please note anything you do not fully understand or want to query and raise this at your staff briefing on the morning of the event (i.e. at 8.00am).

Entrance /Exits points

- EV1 Main Gate (Bottom left of the park)
- EV2 Opposite Aberdare Park Primary and Zebra crossing
- EV3 Park Lane entrance (Bottom right of the park)
- EV4 Disabled parking access point near Bowls/ Tennis
- EV5 Nursery Car Park (Gardeners Compound)

Once you have read these instructions thoroughly, please note anything you do not fully understand and want to query at the staff briefing on the morning of the event.

APPENDIX 4: Safety Inspection Checklist

Walk through safety inspections should be carried out immediately prior to, during and after the event. More than one inspection may be needed during the event. Using this form note all defects and also the remedial action taken. This is not an exhaustive list and care should be taken to identify any other hazards associated with the activities at the event.

Event Name:

Dates:

 to

Location:

Before the Event

<u>Site access/egress</u>	<u>Attractions/activities/structures</u>
<ul style="list-style-type: none"><input type="checkbox"/> Are entrances/exits clear?<input type="checkbox"/> Are staff/stewards in place?<input type="checkbox"/> Can emergency vehicles gain access?<input type="checkbox"/> Are pedestrians segregated from vehicles?<input type="checkbox"/> Are security precautions in place?<input type="checkbox"/> Have adequate signs been provided?	<ul style="list-style-type: none"><input type="checkbox"/> Have all structures been completed?<input type="checkbox"/> Have all structures been inspected and approved by a competent person where required?<input type="checkbox"/> Are all activities/attractions sited correctly and checked?<input type="checkbox"/> Have all activities/attractions supplied evidence of insurance and health and safety requirements?<input type="checkbox"/> Are all potentially hazardous activities segregated and/or fenced as required?<input type="checkbox"/> Have temporary flags/decorations been installed correctly and checked?<input type="checkbox"/> Have any unanticipated hazards been introduced?

<u>Site condition</u>	<u>Event provisions</u>
<input type="checkbox"/> Is site free from tripping hazards e.g. cables, potholes, footpath defects etc? <input type="checkbox"/> Are permanent fixtures in good condition e.g. seats, fencing, signage etc? <input type="checkbox"/> Has vegetation been cut back, debris removed and the area made safe? <input type="checkbox"/> Have current weather conditions created new hazards to be addressed?	<input type="checkbox"/> Is firefighting equipment in place? <input type="checkbox"/> Is lighting in place where required? <input type="checkbox"/> Have electrical supplies/equipment been checked/certified? <input type="checkbox"/> Have toilets been provided where required? <input type="checkbox"/> Are first aid facilities in place? <input type="checkbox"/> Is control centre in place and public address system working? <input type="checkbox"/> Are adequate waste bins in place? <input type="checkbox"/> Are stewards in place?

Defects noted:

Remedial action taken:

Print Name

Date

Time

:

Signature

During the Event

<u>Site access/egress</u>	<u>Attractions/activities/structures</u>
<input type="checkbox"/> Are entrances/exits clear? <input type="checkbox"/> Are staff/stewards in place? <input type="checkbox"/> Can emergency vehicles gain access? <input type="checkbox"/> Are pedestrians segregated from vehicles? <input type="checkbox"/> Are security precautions in place? <input type="checkbox"/> Have adequate signs been provided?	<input type="checkbox"/> Have all structures been completed? <input type="checkbox"/> Have all structures been inspected and approved by a competent person where required? <input type="checkbox"/> Are all activities/attractions sited correctly and checked? <input type="checkbox"/> Have all activities/attractions supplied evidence of insurance and health and safety requirements? <input type="checkbox"/> Are all potentially hazardous activities segregated and/or fenced as required? <input type="checkbox"/> Have temporary flags/decorations been installed correctly and checked? <input type="checkbox"/> Have any unanticipated hazards been introduced?

<u>Site condition</u>	<u>Event provisions</u>
<input type="checkbox"/> Is site free from tripping hazards e.g. cables, potholes, footpath defects etc? <input type="checkbox"/> Are permanent fixtures in good condition e.g. seats, fencing, signage etc? <input type="checkbox"/> Has vegetation been cut back, debris removed and the area made safe? <input type="checkbox"/> Have current weather conditions created new hazards to be addressed?	<input type="checkbox"/> Is firefighting equipment in place? <input type="checkbox"/> Is lighting in place where required? <input type="checkbox"/> Have electrical supplies/equipment been checked/certified? <input type="checkbox"/> Have toilets been provided where required? <input type="checkbox"/> Are first aid facilities in place? <input type="checkbox"/> Is control centre in place and public address system working? <input type="checkbox"/> Are adequate waste bins in place? <input type="checkbox"/> Are stewards in place?

Defects noted:

Remedial action taken:

Print Name

Signature

Date**Time**

:

After the Event

<u>Exhibitors / Attractions</u>	<u>Waste Collection</u>
<input type="checkbox"/> Have all attractions been dismantled and removed?	<input type="checkbox"/> Has all waste been collected satisfactorily?
<input type="checkbox"/> Have all exhibitors vacated the venue?	<input type="checkbox"/> Has all waste been removed from the site?
<input type="checkbox"/> Have all vehicles left the venue?	<input type="checkbox"/> Have all residue fire hazards been checked e.g. fireworks, bonfires?

<u>Temporary Facilities</u>	<u>Venue Conditions</u>
<input type="checkbox"/> Has all equipment been dismantled and removed?	<input type="checkbox"/> Has any damage to permanent facilities, buildings or the ground been reported?
<input type="checkbox"/> Have all structures been dismantled and removed?	<input type="checkbox"/> Has any damage been found during inspection?
<input type="checkbox"/> Have temporary markers such as stakes, ropes, flags etc been removed?	
<input type="checkbox"/> Have any holes/trenches etc been made good?	
<input type="checkbox"/> Have all temporary electric installations been isolated and made safe?	

If the answer to either of the above is yes then describe briefly below

Incidents/accidents

☐ Were any incidents/accidents reported during the event?

If yes describe briefly below.

(If there was personal injury then please complete accident report form and return to the council)

Remedial action taken:

**Print
Name**

Signature

Date

Time

:

APPENDIX 5: Lost and Found Child Policy Example

The purpose of this policy is to ensure that whenever there is an incident relating to a lost or found child and or a vulnerable person then there is a specific course of action to ensure that the person/s are reunited with parents and or guardians responsible for them at the earliest opportunity.

This policy relates to children under the age of 18yrs and any other person/s who in the opinion of the parent or guardian is considered to be at risk or vulnerable. For the purpose of this policy the word 'child' will encompass and or refer to both.

For the purpose of this policy the 'Welfare Point' will be referred to as the 'What's On marquee' and will be staffed from the hours of 11:00hrs to 17:30hrs. Staff positioned in this area will have already been briefed about the relevant policy and protocols to adopt should a child be reported lost or found.

i) Found Children

In the event that a child is found or appears distressed due to being unable to locate his/her parents or guardians, the following procedure is to be followed:

- The child is to be reassured by the member of staff who has located them that every effort will be made to re-unite them with parents/guardians, thus reducing anxiety and undue stress (this will be practiced regularly whilst the child is in the care of the Events Team).
- Event Control to be informed via radio by the member of staff in question – i.e. "*Member of staff/s name.....* to Event Control," upon acknowledgment by Event Control, the staff member continues "I'd like to report a found child in.....area".
- This message is to be relayed to the Event Management Team, who will deploy a senior member of staff to the area at which the child was found, to ensure the child is managed appropriately. In addition, they will advise all radio traffic to be kept to a minimum during the search.
- Event Management Team to escort the child to the 'What's On' marquee to be supervised and the appropriate forms completed.
- **If child spots parents prior to arriving at the 'What's On' marquee, staff are to continue directing and accompanying child (and parents) to 'What's On' marquee, so Event Management Team can ascertain that they are satisfied with the legitimacy of the reuniting and for completion of a 'Found Child Form'. Parents are to be informed of the rationale of this decision. Legitimacy will be confirmed by asking the child if they know the adults.**
- Upon arrival to the 'What's On' marquee the child will be held there until parents/guardians are located, and will be supervised/cared for by two competent staff members of the Events Team. A 'Found Child Form' will be completed.

- Child will be asked to provide a brief description of parents/guardians (what they look like and are wearing) for a visual search by all Event staff and Security.
- If a PA system is in operation (i.e. via music stage, event arena, etc) then a PA announcement will be made about the discovery of the lost child. **THE CHILD'S NAME IS NOT TO BE DISCLOSED**, only age, gender and clothing worn.
- Public Announcement to say – “Will the parents or guardian of a(age)(gender), wearing.....please make their way to Yellow ‘What’s On’ marquee, next to children’s play area immediately.”
- Adults arriving or being escorted by staff/security to the ‘What’s On’ marquee to collect the child prior to a PA announcement should give the child’s name and a description as to their age and what they are wearing. If these details correspond, and following the completion of the ‘Found Child Form’ the child can then be reunited with their parent/s, however it is imperative that the child is asked if they know the adults.
- Upon reuniting the child with his/her parents/guardians, a radio message will be circulated by the Event Management Team to the Event Control and all staff, updating them to resume normal activity and stop the search.
- If after 30 minutes, or when the Event Management Team are of the opinion that all reasonable measures have been taken to attempt to locate parents/guardians but have failed, Police will be notified (i.e. either via PCSOs that are already onsite or by contacting 101) and the child is then to be handed over to the Police for professional care and assistance (noting the action on the Lost/Found Children Form).

ii) Lost Children

In the event that there is a report of a lost child, the following policy must be adhered to:

- Person/s reporting a lost child to be reassured by the member of staff who has become the first contact. Member of staff will assure them that every effort will be made to reunite them with their child, thus reducing anxiety and undue stress (this will be practiced regularly throughout the process until the child is located).
- Event Control to be informed via radio by the member of staff in question – i.e. “*Member of staff/s name*..... to Event Control” and upon acknowledgement by Event Control the member of staff will continue “I’d like to report a lost child in.....area.”
- Event Control to relay this message to a member of the Event Management Team, who will then proceed to the location of the parents/guardian. The member of staff who made initial contact with the person/s reporting the lost child is to stay accompanying them until the Event Management Team is present to take a lead on the incident.

- Event Management Team to inform all access/egress points (gates) to be vigilant and or aware of any lone/distressed children trying to leave the park.
- Event Management Team to escort parents/guardians to the 'What's On' marquee and gather as much information in relation to the child as possible. This information is to be relayed to the two Event Team members staffing the lost children element in order that they can complete the necessary form. Information should include the child's age, gender, description of what they are wearing and last known location of the child.
- Radio message to all staff (Events and Security) from the Event Management Team to check within immediate vicinity. All staff to conduct a search in their immediate vicinity and maintain radio contact with colleagues to update on any progress. All other radio traffic during this time to remain at a minimum until the situation has been resolved.
- The above information is to be circulated to any PCSO's present onsite within event arena.
- If a lost child is located or approaches a member of staff (Events or Security), the Event Management Team are to be notified immediately via radio and the child is to be taken to the 'What's On' marquee.
- Once all checks re: legitimacy have been undertaken and satisfied, the Lost Child Form is to be formally completed and filed.
- Upon reuniting with its parents/guardians a radio message will be circulated by the Event Management Team to Event Control and all staff, updating them to resume normal activity and stop the search.
- If however after 30 minutes the lost child has still not been found, the Event Management Team are to contact the Police via 999.

APPENDIX 6: Lost child form example

Name of Event	
Date of Event	
Personal Details (Lost Child)	
Name	
Age	
Gender	
Description (Height, Hair colour, Eye Colour, Clothing etc)	
Time of Report Location last seen. had the child asked to go anywhere. is there a specific attraction they have enjoyed).	
Details of Person Reporting Lost Child	
Name (Parent/Guardian)	
Address	
Contact Number	
Relationship	
Could they be with anyone else? (Please Circle)	Yes (if so, who) No
Action	
Outcome	
Was child reunited (Please circle)	Yes No
Staff Name	
Parent / Guardian Signature	
Date and Time	

APPENDIX 7: Found child form example

Name of Event	
Date of Event	
Personal Details (Found Child)	
Name	
Age	
Gender	
Description (Height, Hair colour, Eye Colour, Clothing etc)	
Time of Report	
Action Description of Adults. Any other children with them. Where did they see adults last. What have they enjoyed most (adults may be in that area to look for them)	
Details of Person Collecting Child	
Name (Parent/Guardian)	
Address	
Contact Number	
Relationship	
Signature	
Outcome	
Was child reunited (Please circle)	<div>No</div> <div>Yes</div>
Staff Name	
Date and Time	

APPENDIX 8: Medical Risk Assessment Form

1. Table 1

MEDICAL RISK ASSESSMENT

EVENT

DATE

ITEM	DETAILS	SCORE	
(A)	Classical Performance	2	
Nature of	Public Exhibition	3	
Event	Pop / Rock Concert	5	
	Dance Event	8	
	Agricultural / Country Show	2	
	Marine	3	
	Motorcycle Display	3	
	Aviation	3	
	Motor Sport	4	
	State Occasions	2	
	VIP Visit / Summit	3	
	Music Festival	3	
	Bonfire / Pyrotechnic Display	4	
	New Year Celebrations	7	
	Demonstrations / Marches / Political Events		
	Low Risk of Disorder	2	
	Medium Risk of Disorder	5	
	High Risk of Disorder	7	
	Opposing Factions Involved	9	

(B)	Indoor	1	
Venue	Stadium	2	
	Outdoor in Confined Location	2	
	Outdoor Other, e.g., Festival	3	
	Widespread Public location in Streets	4	
	Temporary Outdoor Structures	4	
	Includes Overnight camping	5	
(C)	Seated	1	
Standing /	Mixed	2	
Seated	Standing	3	
(D)	Full Mix in Family Groups	2	
Audience	Full Mix NOT in family Groups	3	
Profile	Predominately Young Adults	3	
	Predominately Children & Teenagers	4	
	Predominately Elderly	4	
	Full Mix - Rival Factions	5	
Add A + B + C + D		Score	

2. Table 2

MEDICAL RISK ASSESSMENT

EVENT

DATE

ITEM	DETAILS	SCORE	
(E)	Good Data, Low Casualty Rate Previously	-1	
Past History	(Less than 1%)		
	Good Data, Medium Casualty Rate Previously	1	
	(1% - 2%)		
	Good Data, High Casualty Rate Previously	2	
	(More Than 2%)		
	First Event - No Data	3	
(F)	<1000	1	
Expected	<3000	2	
Numbers	<5000	8	
	<10000	12	
	<20000	16	
	<30000	20	
	<40000	24	
	<60000	28	
	<80000	34	
	<100000	42	
	<200000	50	
	<300000	58	
	Add E + F	Score	

3. Table 3

3. Table 3

Score	Ambulance	First Aider	Ambulance Personnel	Doctor	Nurse	NHS Ambulance Manager	Support Unit
<20	0	4	0	0	0	0	0
21-25	1	6	2	0	0	Visit	0
26-30	1	8	2	0	0	Visit	0
31-35	2	12	8	1	2	1	0
36-40	3	20	10	2	4	1	0
41-50	4	40	12	3	6	2	1
51-60	4	60	12	4	8	2	1
61-65	5	80	14	5	10	3	1
66-70	6	100	16	6	12	4	2
71-75	10	150	24	9	18	6	3
>75	15+	200+	35+	12+	24+	8+	3

4. Table 4

Add the Total Scores for Tables 1 + 2 + 3 = Table 4

Suggested Resource Requirement

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APPENDIX 9: Exhibitor Letter Example

Dear Exhibitors,

Anytown Food Fair 2019

Please accept this email as confirmation of your involvement in the forthcoming Anytown Food Fair event at Anytown Village Green, on **Saturday May 3rd 2019**. The following information highlights important details regarding the event and depicts the responsibilities we expect of you when forming part of the event.

Set-up and Breakdown:

The event will be open to the public between 11:00hrs and 17:00hrs on both days though the park will be open to the public between 08:30hrs and 20:45hrs. Stall exhibitors will have access to the event site on:

Friday 2 May 16:00hrs – 19:00hrs (No exhibitors will be permitted access after 19:00hrs)

Saturday 3 May 08:00hrs – 10:15hrs

You must be set-up and ready for an onsite inspection by 10:30hrs. Vehicles need to be parked up or off site by 10:15hrs. Breakdown will take place from approximately 17:00hrs on the afternoon of Saturday 3 May following the event, and it is important that as exhibitors you remain as part of the event until this time. Vehicles will not be allowed onsite until approximately 17:30hrs or until the Event Management Team has deemed it safe to do so. Failure to adhere to this will result in you being excluded from involvement in any further Anytown events.

Important information:

In addition to the points mentioned above, the following must be adhered to by **ALL** exhibitors. **Failure to do so may result in exclusion from the event:**

- All exhibitor vehicles looking to access the event site for set-up are requested to access Anytown Village Green via the main entrance (High Street). Here you will be greeted by a member of security who will be managing the flow of traffic and will undertake a register of those moving into and out of the Park.
- Parking will be made available on both days if required for exhibitor vehicles in the Village Hall Car Park highlighted on the attached map for the duration of the event. There will be overnight security on Friday and Saturday evening should you wish to leave items in your stall overnight. On entering the site you will be issued with an 'Anytown Food Fair Vehicle Pass' this pass must be displayed in your vehicle (in clear sight) at all times to enable access to the Village Green to unload, and for parking at the Village Hall Car Park. Those not displaying the pass will be escorted off site by Security. Please ensure you fill in all details on the pass in case we need to make contact with you. Alternatively, Council owned town centre car parks are only a short distance from Anytown Village Green and cost just £1 for all day parking on Saturday and are free on a Sunday.

- When entering the event site please be aware of and adhere to the Site Traffic Rules: a one-way system will be in place where a 5mph speed limit applies, hazard warning lights must be engaged at all times and 'banksman' should be present for all reverse manoeuvres.
- The design and construction of Temporary Structures such as marquees, and attractions etc. which you build / bring in, are to be signed off as fit for purpose by you, the Exhibitor. A signed and dated certificate will be required following the build process, and this will need to be supplied to a member of the Event Management Team. It is your responsibility to supply this certificate to the relevant personnel upon completion of the structure. A template certificate can be supplied if required - please see a member of the Event Management Team.
- **All relevant documentation**, including Risk Assessments / Fire Risk Assessments / Public Liability Insurance / ADIPS / PIPA, are to be sent electronically to the Event Management Team on the details below. Please note, the aforementioned list is not exhaustive, and all documentation (including any other material relevant to your level of provision) should be provided by **Monday 3rd April 2019** if you haven't already supplied them.

Please note – all catering vendors will need to ensure they have the relevant firefighting equipment provision, as identified in their Risk Assessments. This equipment should be checked in advance that it is safe to use should it be required. Proof of this equipment maybe required during ad hoc inspections by the Event Management Team during the event. Please ensure you have your Food Safety Management System (HACCP, SFBB etc) available on both days for inspection.

Go Green –

In a bid to help reduce the ever-growing issue of single use plastic, we will be restricting the amount of non-recyclable plastics such as straws and forks used at this event.

We ask that you please look to use alternative options such as paper straws, wooden forks / spoons, paper food trays, recyclable cups etc. To support you in helping us make this move we will provide those exhibitors that supply food with a selection of wooden forks and paper straws.

Vehicle Movement

There will be no vehicle movement within the park after 10:15hrs, and all vehicles not forming part of the event must be moved off site or parked in the Village Hall Car Park by this time. Vehicle movement will commence for breakdown at approximately 17:30hrs each day, after the show has ended following authorisation from the Event Management Team.

Waste Management

This year we will be providing all exhibitors with recycling bags, and request all exhibitors recycle as much recyclable products as possible. The Councils Biogen plant does not accept contaminated waste recycling and there is a large cost incurred if this is found to be the case. As such exhibitors will be fined if they do not recycle their waste appropriately, using the bins provided, and so we urge you to separate any waste from all packaging thus ensuring there is no contamination.

We also provide a cardboard recycling skip and a general waste skip so there is no need to take your waste home; we simply ask you take it to the relevant skip provided on site during or at the end of the event.

Photography

In order to promote the event in future years, a photographer will be on site taking photographs. In accordance with the new General Data Protection Regulation (GDPR) consent is required from everyone that we photograph, in order to process (capture and use) the images fairly and lawfully. If you are not happy to have any photos taken and used in future promotion, please inform the official photographer on site.

If you have any further queries or require more information please do not hesitate to contact the Event Management Team on 0111 111111 or e-mail events@anytown.co.uk

Yours sincerely
Anytown Event Management Team

APPENDIX 10: Contractor Letter Example

Dear Contractor,

Anytown Food Fair 2019

Please accept this email as confirmation of your involvement in the forthcoming Anytown Food Fair event at Anytown Village Green **Saturday 3 May 2019**. The following information highlights important details regarding the event and depicts the responsibilities we expect of you when forming part of the event.

Set-up and Breakdown:

The event will take place between 11:00hrs and 17:00hrs and the Village Green will be open to the general public between 08:30hrs and 20:45hrs.

Pre-arranged slots will be agreed by you, the Contractor, and the Event Management Team for set up, on

(Delete depending on individual contractor)

Friday 2 May between the hours of 09:00hrs – 19:00hrs

Saturday 3 May between the hours of 08:00hrs – 10:15hrs

Please ensure you allow enough time to set up and leave the site within these parameters. Unless prior arrangement has been given by the Event Management Team, breakdown following the event will take place from 17:30hrs until 20:00hrs. No Contractor will be allowed to breakdown sooner unless authorised to do so by a member of the Event Management Team.

Additional break down will recommence on Sunday 4th May 09:00hrs – 17:00hrs

Important Information:

In addition to the points mentioned above, the following must be adhered to by **ALL** Contractors. **Failure to do so may result in exclusion from the event:**

- All Contractor vehicles looking to access the event site for set-up are requested to access Anytown Village Green via the High Street entrance. Contractors will be greeted by a member of Security who will be managing the flow of traffic and will undertake a register of those moving into and out of the Village Green. Contractor parking will be made available for the duration of the event in the Village Hall Car Park (as highlighted on the attached map). **You will be issued with a vehicle permit on entering the park please complete and display this in your vehicle at all times.**

- When entering the event site please be aware of and adhere to the Site Traffic Rules, namely: a one-way system will be in place where a 5mph speed limit applies, hazard warning lights must be engaged at all times and a 'Banksman' should be present for all reverse manoeuvres.
- Any form of construction or build (and breakdown) to be undertaken, is to only take place once a sterile zone has been created by you, the Contractor. Anytown Village Green is a public area and members of the public will be onsite during the build and breakdown procedures, and their health and safety is paramount. If you require assistance in creating a sterile zone, please inform the Event Management Team in advance using the contact details below. Additionally no construction, build or breakdown is to take place onsite unless a member of the Event Management Team is onsite at that time - it is your responsibility to ensure this is the case.
- The design and construction of Temporary Structures such as staging, marquees, funfair, attractions etc. which are hired in, are to be signed off as fit for purpose by you, the Contractor. A signed and dated certificate will be required following the build process, and this will need to be supplied to a member of the Event Management Team. It is your responsibility to supply this certificate to the relevant personnel upon completion of the structure. A template certificate can be supplied if required - please see a member of the Event Management Team.
- **All relevant documentation**, including Risk Assessments / Fire Risk Assessments / Public Liability Insurance / ADIPS / PIPA, are to be sent electronically to the Event Management Team on the details below. Please note, the aforementioned list is not exhaustive, and all documentation (including any other material relevant to your level of provision) should be provided by **Monday 3rd April 2019**.

Vehicle Movement:

There will be no vehicle movement within the Village Green on Saturday after 10:15hrs, and all vehicles not forming part of the event must be moved off site before this time. Vehicle movement will commence for breakdown at approximately 17:30hrs, after the event has ended following authorisation from the Event Management Team.

If you have any further queries or require more information please do not hesitate to contact the Event Management Team on 0111 111111 or e-mail events@anytown.co.uk

Yours sincerely
Anytown Event Management Team

APPENDIX 11:

Livestock (Cattle, Sheep, Pigs, Goats and Deer) at Events

The Animal Gatherings Order applies to events where livestock described above converges at an event from more than one agricultural holding. It identifies the potential risk of spreading notifiable diseases between susceptible animals at such events.

In cases such as this, a Licence Plan and Disease Management Plan must be completed and submitted to APHA (Animal and Plant Health Agency).

Following submission, a site visit will be carried out by an APHA veterinary officer and the local authority Animal Health Officer in order to assess the procedures.

[AGO4-Disease Management Plan.pdf](#)

[AGO-Reconfirmation.pdf](#)

[AGO3 Licence Plan.pdf](#)

Movement Reporting of Livestock

The movement of livestock should be reported using the appropriate channels by the keeper of the animals, to and from the event, for disease control purposes. In order to do this, the event organiser must obtain a County Parish Holding (CPH) number to identify as an agricultural holding, whether the event is temporary or not. This can be obtained by contacting the APHA on 0300 303 8268, but should be initiated a minimum of 6 weeks prior to the event taking place, to allow enough time for the CPH to be processed.

In cases where the livestock is coming from a single holding, the event would not be classed as an animal gathering and a CPH number may not be required by the event organiser.

However, the owner of the livestock would have to apply for a permit relating to the temporary movement of cattle, sheep, pigs, goats for performance purposes to premises that do not have a CPH number. For further information on this, contact the APHA on 0300 303 8268.

Bird Gatherings

A bird gathering is deemed to have taken place where birds are brought to an event from two or more holdings. In such cases event organisers should contact APHA on 0300 303 8268 to inform them of their intentions at least 7 days before the event takes place.

[bird-gatherings-general-licence.pdf](#)

APPENDIX 12:

Event Planning and Counter Terrorism Considerations



Dear Event Organiser,

Rhondda Cynon Taff Council, South Wales Police and Wales Extremism & Counter Terrorism Unit are working together to provide event organisers with advice and support on how to mitigate the threat from terrorism when planning an event in the Rhondda Cynon Taf County Borough area. The threat from terrorism is real and increasingly unpredictable, with public spaces and crowded areas being an attractive target for terrorists.

The **National threat** levels from terrorism in the UK can change at very short notice and we would recommend that event organisers make themselves cognisant with the current national threat level during the period of the planning and event stages. (Visit (www.gov.uk) for current information).

Threat levels

There are five levels of threat:

- **Low** - an attack is highly unlikely
- **Moderate** - an attack is possible but not likely
- **Substantial** - an attack is likely
- **Severe** - an attack is highly likely
- **Critical** - an attack is highly likely in the near future

We would like you to consider what 'you' can do to reduce your risk and mitigate against the impact of such an attack. Having effective planning in place can greatly reduce the likelihood of an attack.

You may be familiar with putting together a plan for your event and will know how to address many of the requirements around safety, but you may not be so familiar with security issues and terrorism in particular. Here are some of the things we would like you to consider when putting your plan together, this is not an exhaustive list and at the end of this document we have signposted you to websites where more information can be obtained.

Security Planning

We would encourage you to produce an Event Security Plan addressing the terrorism threat which should take account of attack methodologies and your vulnerabilities. Key issues for inclusion would be:

1. Before the event, how will you advertise it, be careful not to give too much information out that might assist a terrorist in planning an attack. Consider what can be included to deter this. We call this deterrence communications (visit [Communication - GOV.UK \(www.gov.uk\)](https://www.gov.uk))
2. Your site itself, starting from the approach, the perimeter to inside where the event is taking place. What are the risks and what can you do to mitigate against them?
3. Communications are key to managing an incident. Are your communications 'fit for purpose'? It's not just about how you communicate with your staff but also the public.
4. Training for both paid staff and volunteers. There is some excellent free online ACT Awareness E-Learning training to raise awareness and to empower your staff. To register for online training go to: <https://ct.highfieldlearning.com>

Rhondda Cynon Taf Event Safety Advisory Group strongly recommend planning for a terrorist incident and may ask you for details of your Event Security Plan when considering your application.

Below are the websites where you can obtain further information to mitigate terrorist attack and help you to develop your Event Security Plan.

www.nactso.gov.uk (See CROWDED PLACES GUIDANCE to help you to inform and develop your Event Security Plan. This website also contains other national guidance and details of important products which are free of charge).

www.cpni.gov.uk – Further advice on protective security measures.



APPENDIX 13: Counter Terrorism and Venue Hire Policy

Local Authority Venue Booking Policy

In order to discharge its duty under the Counter Terrorism and Security Act 2015, to have due regard to the need to prevent people from being drawn into terrorism, (s.29, s. E para 45 Guidance for Local Authorities), the Authority holds overall responsibility to ensure that there is clear guidance in place for identifying suitable use for Council owned premises.

This Authority is committed to creating a community which is safe and inclusive, where facilities, activities and events are available to diverse groups of people having access to life opportunities and where local institutions act fairly.

To this end no individuals or groups will be denied the opportunity for access to local authority managed premises unless there is a justifiable reason to do so within the scope and spirit of this Policy.

Use and Purpose

As a general principle, this Local Authority, will not permit its accommodation to be used for:

- Political rallies or demonstrations (excluding all Local, National Assembly, Parliamentary and European parliamentary election activities as outlined in s.95 and s.96, Representation of the People Act 1983 as amended)
- Any purpose or purposes which are illegal i.e., forbidden by law or unauthorised by official or accepted rules
- Functions or events which may cause civil unrest or division within the community
- Any purpose by an individual or organisation which has been banned by law.

The authority also reserves the right to refuse or cancel any booking where it considers:

- That such events may be contrary to the interest of the public or contrary to any law or Act of Parliament. Bookings may also be subject to consideration by the Police to ensure the safety of the community is assessed against the request of a venue for a booking.
- The users of the premises are likely to commit an act that may cause or pose a risk of, damage, loss, significant expense, or reputational risk or harm to the Authority.

Procedural Guidance.

Managing booking of venues

It may be anticipated that the majority of requests for venue hire will originate from local businesses, organisations or residents, which may be known to staff and who have previously or regularly used Authority Premises, without any adverse incidents. In that case the details obtained at Step One will be sufficient.

In the event that a request is received from a new client or from a new business or organisation, the secondary questions in Step Two should be used.

Step One

Initial Details.

1. Obtain details of the organiser (name, address, contact telephone – home, business and mobile).
2. Obtain details of the venue requested, time date and duration of the event?
3. Establish the purpose and type of event wishing to be held?
4. Ask for estimated numbers of people attending?

Step Two

Secondary Questions. The following questions will assist staff in determining whether a booking may be considered controversial and merits further research:

1. If the organiser is not a local resident, establish why they wish to hold the event in the area.
2. Establish if the event is linked to any community, religious or political group or organisation. If so ask if they implement a policy that promotes equality and diversity and challenges all forms of discrimination? If not, will they agree to subscribing to the Authority's Equality and Diversity Policy.
3. Ask how entry will be controlled (open entry, personal invite, Social Media invite or ticket)?
4. Request a copy of the programme and names of any speakers or performers.
5. Enquire if the organiser or organisation have use other venues in the country, if so, obtain details in order to make contact with previous venues.

Step Three

If you have any concerns over the answers provided by the customer, please consult your manager.

If necessary, the booking may be cross referenced to the following web links and contacts

- [https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations --2](https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2) (link to know terrorist groups in UK and Ireland)
- Local Prevent Coordinator (Gary Black – gary.black@rctcbc.gov.uk)
- Consider using an Open source check.

When dealing with the information gathering process, it is important that all possibilities for data collection are considered as they will affect the quality of the data gathered.

If this is not carried out correctly it is likely to have an adverse bearing on the decision-making process with the result that a well - informed decision is unlikely to be made.