

Events Site Plan, Control and Management

Site Control and Management

1. Site Layout Plan
2. Utilities (electricity and water)
3. Lighting
4. Managing entry to your event
5. Accessibility
6. Ground Protection
7. Waste Management Plan and Sustainability
8. Security, Stewards / Marshals

A critical part of your event planning process will be the identification of your event site. As part of your risk assessment, you will need to consider:

- Is the site being considered suitable for the event?
- What are the particular hazards of this location? For example, proximity to water / major roads.
- Have all the entrances and exits on the site been located?
- Are the entrances and exits controlled, stewarded, suitable for prams, pushchairs and wheelchairs, and appropriately signed?

1. Site Layout Plan

A full and detailed site map is essential for all event applications in order for the Events Safety Advisory Group to consider the suitability of the site.

This should detail:

- Emergency evacuation access routes (Blue Route) (this should include wet weather contingency plan for Emergency Service vehicle access.)
- Event Control point if required
- Lost Children's point
- First Aid point
- All attractions (rides, caterers, stages etc)
- Location of generators / power / water etc.
- Fencing / Trackway Plan if required
- Ground protection if required

2. Utilities

Electricity

Mains Several of the parks and open spaces in the borough have mains power points onsite. Further details on this can be found via Environmental Services, Park Department.

You will need to consider heavy-duty cable protection from the supply to the event location to prevent trip hazards. In some instances, shallow trenching may be permitted.

Any installation of electrical equipment will need to be completed by a competent person.

Generators

Depending on the site, generators may be required. These must be properly managed and maintained and electrical safety certificates will be required. Again, any installation of electrical equipment will need to be completed by a competent person

Water

The provision of free drinking water is important at all events and water tanks may be required. The organiser must ensure that the water is of a drinkable quality.

3. Lighting

If your event will take place in hours of dusk or darkness, you will need to ensure you have adequate lighting. Priority should be given to first aid points, toilet areas, pedestrian routes and car parks. You should seek the advice of a qualified electrician on the safest way of lighting your event.

Consideration should also be given to the impact of any lighting on local residents.

4. Managing entry to your event

If you will have a fenced event site or are aiming to charge an admission fee for your event, you will need to consider:

- How you will secure the site
- How you will accept payment / exchange tickets
- How you will monitor numbers and ticket sales
- If a queuing system will be required
- If a pass out system will be required
- How you will securely manage your cash
- What your terms and conditions of entry are (these should be displayed on the tickets where possible, as well as at the entrance to your event)
- Whether you require any admissions policies, for example, age restrictions or search policies.

5. Accessibility

All event organisers must ensure that the needs of disabled spectators and participants are taken into account during the event planning arrangements. Specific consideration should be given to:

- Physical access to and from all event amenities
- Audio and visual communication needs of everyone attending and participating

6. Ground Protection

Careful consideration needs to be given to ground protection at entrance and exits points, especially where there are areas of poor drainage and soft ground, which are especially vulnerable to damage in wet conditions. Events must have wet weather contingency plans to prevent damage, which may include site features, and trees may require protective fencing from production operations. Site infrastructure can only be temporarily removed at the council's discretion and at cost to the event.

Ground protection may be required for all heavily used areas, especially storage, serving, queuing and crowd areas or areas impacted by build and break operations. Any vehicle access will require specific ground protection plans. Detailed ground protection plans must be included in all large event applications, including technical specifications and weights of vehicles, loads and infrastructures. Suitable protection should be agreed in consultation with the Parks and Cemeteries Manager, which may be a combination of metal track way, plastic roll matting and tiles, carpet and matting. Wherever possible, production and delivery vehicle access should be minimised on site, and manual handling should be used to move structures and equipment to location. An Environmental Impact Assessment may also be required.

7. Waste Management Plan and Sustainability

You will need to provide suitable waste receptacles and ensure arrangements are in place to clear up any refuse blown or strewn around the site as a result of your event, as well as refuse generated throughout the day. Arrangements must also be made for the removal of waste from the event site immediately after the event. Please note that there may be a charge for these collections and this should be factored in to your budget. The Council supports sustainable waste management and the principle of '**reduce, reuse and recycle**'. In accordance with the BS 8901 Sustainable Events Standard, which aims to "substantially reduce carbon emissions and waste to improve the resource efficiency of the entire event supply chain", the event organiser must ensure that wherever reasonably practicable recycling points are provided and where practicable these should be provided for different waste streams allowing for separate recycling (glass, paper, plastic, foodstuff).

The event organiser can commission the existing external cleansing contractor to assist with the recycling and disposal of event waste. Please contact the Waste Services team within Environmental Services for further information.

In some instances, Waste Services are able to provide a litter picking and waste management service, which can be discussed at the time of the application.

8. Security Stewards / Marshals

1. Security
2. Steward and Security Plan
3. Event Communication Plan
4. Emergency plan
5. Will the Police authority be involved with my event?
6. Staff Training

1. Security

Security is defined by the Security Industry Authority (SIA), as:

- Guarding against unauthorised access, occupation or outbreaks of disorder.
- Guarding property against destruction and danger
- Guarding individuals against assault

As an event organiser, you will need to be aware of the Security Industry Authority (SIA) requirements for the employment of security and stewarding at your event. For further information visit the [Security Industry Authority website](#).

2. Steward and Security Plan

For every event, you should consider:

- How the public attending will be managed.
- How working areas, for example production compounds or backstage areas, will be secured.
- How an incident will be controlled.
- How many security staff you will require.
- Where your security staff will be located.
- What hours your security staff will be employed.
- Have the key personnel been identified? E.g Event Organiser, Safety Manager, Chief Steward, Stewards.
- Have trained, briefed and clearly identifiable stewards been appointed?

You will need to ensure enough identifiable stewards are in place to cater for the site, size and nature of your event. It is essential that stewards are adequately briefed as to their roles and responsibilities. It is not the role of the police or the council to provide stewarding at events, nor to provide training to steward personnel. Designated security staff must be appropriately SIA trained.

A security and stewarding schedule, including the name and references of provider and a deployment plan, must be supplied with your Events Application.

In addition, depending on the size and nature of your event, you may be asked to submit the following:

- A comprehensive Employee List, which may be subject to Police checks.
- Contact details for the previous authority which licensed the event / event organiser for reference.

3. Event Communication Plan

It is essential that stewards and organisers are able to communicate effectively between each other, event management staff, and the public.

For example, in the event of evacuation, an effective means of communication must be available.

Communication systems such as radios, mobile phones and public address systems are useful during an event.

In addition, medium or large-scale events will require an Event Control Point, from where all event operations and production can be centrally controlled. An event communications plan should also be produced which will detail all systems, protocols, contacts and channels.

4. Emergency plan

An Emergency Evacuation Plan and an effective Communications Plan between all staff, volunteers, stewards and security personnel will need to be in place before the event to address issues such as bomb threats, fire or evacuation.

Contingency plans are produced following the organiser's risk assessment. Every event organiser has a responsibility to develop contingency plans, which will guide safe actions and procedures at times of crisis. These will need to be discussed fully with emergency services well before the event.

5. Will the Police authority be involved with my event?

There is often a public perception that the police are the lead agency for approving all public events, including those that take place on the public highway. In reality, the Police have no authority to either approve or ban such events and Police powers to regulate traffic for planned events are extremely limited. Furthermore, the Police have no general duty to preserve public safety at any public event, except where there are imminent or likely threats to life.

6. Staff Training

Event Managers are responsible for training, briefing and managing all staff and contractors in line with the Health and Safety at Work etc Act 1974.

This includes the dissemination and implementation of application to all staff/contractors to comply with the following statutory obligations:

The event organiser is at all times considered responsible for the behaviour and management of all staff throughout the entire duration of the event, and the implementation of this may include:

- Co-ordinating staffing requirements and staff briefings
- Training in customer relations