



Step 3: *Draw Up an Event Plan*

Good planning is of fundamental importance when organising an event and to achieve this, sufficient time must be allocated to fully prepare for the event. Evidence of this is demonstrated through the 'Event Plan'. For any event plan to be effective, it must incorporate the measures identified by the risk assessment and risk management process to control and/or minimise the risk. Event organisers who propose to stage events in Perth and Kinross in partnership with Perth & Kinross Council or using Perth & Kinross Council property or land must produce an Event Plan.

What's inside?

Section

Draw up an Event Plan

<i>Reasons to Write an Event Plan</i>	1
<i>The Event Plan Contents</i>	2
● <i>Brief Summary of the Event</i>	2(a)
● <i>Site Plans</i>	2(b)
● <i>Health and Safety Policy</i>	2(c)
● <i>Communications</i>	2(d)
● <i>Crowd Management</i>	2(e)
● <i>Vehicle Management</i>	2(f)
● <i>Fire Arrangements</i>	2(g)
● <i>Welfare Arrangements</i>	2(h)
● <i>Working with Children and Young People</i>	2(i)
● <i>Lost Children</i>	2(j)
● <i>Security</i>	2(k)
● <i>Medical/First Aid</i>	2(l)
● <i>Incident Reporting</i>	2(m)
● <i>Event Activities</i>	2(n)
● <i>Temporary Structures</i>	2(o)
● <i>Waste/Hygiene Management</i>	2(p)
● <i>Insurance Arrangements</i>	2(q)
● <i>Training Requirements</i>	2(r)
● <i>Contingency Arrangements</i>	2(s)
● <i>Emergency Arrangements</i>	2(t)
● <i>Site Safety Inspection</i>	2(u)
● <i>Appendix</i>	2(v)
<i>Example - Incident Report Form</i>	3





Step 3: Draw Up an Event Plan

1 Reasons to Write an Event Plan

Thinking through and writing down all the procedures and arrangements you have put in place for your event is not only a useful exercise for you and your committee, but can assist the appropriate authorities, eg emergency services, with their own arrangements should an emergency arise.

Should you need to apply for permissions and licenses, eg processions in a public place, Public Entertainment Licence etc, an Event Plan will be requested.

Should you/your committee be sued for injury or damage resulting from the event, your risk assessments and event plan will provide your insurance company with the necessary evidence to prove that you were not negligent.

When you come to organise the event again next year, you will have a record of all the procedures you tested the previous year and won't have to start from scratch. This is particularly useful if there are changes to committee membership.

2 The Event Plan Contents

(a) Brief Summary of the Event

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

(b) Site Plans

Site plans identify the location of all intended attractions, facilities, entrance/exit points, including for emergency services and the deployment of stewards, first-aid points etc. They should also contain location points of utilities (water, electricity, telephones etc). Perth & Kinross Council managers at sites likely to be used regularly as venues will have existing site plans with this information.

(c) Health and Safety Policy

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

- *General statement: 'The organisers (name) will safeguard, so far as is reasonably practicable, the health, safety and welfare of all persons who might be subject to risks from its activities. This will be achieved by co-operating, communicating and co-ordinating with all relevant agencies, organisations, volunteers, etc necessary to manage the health and safety at the event.'*
- *A chart or list that clearly details responsibilities/duties of the organisers, stewards, etc.*
- *Arrangements, ie procedures, safety rules, to manage the health, safety and welfare at the event, as identified in the risk assessment process.*

This includes some or all of the following.





Step 3: Draw Up an Event Plan

(d) Communications

For larger scale events, a 'Control Room' is essential as it acts as a communication centre for staff, participants and visitors alike. People will expect to access help and information. A public reception fronting a private control centre might be the best way to set up so all information is centralised but providing a quiet place for phone calls or conversations the public don't need to hear! Necessary adaptations to programmes or procedures can be quickly delivered.

The Control Room can also be used as a centre for First Aid, Lost Children and Lost Property. A public address system should be controlled from here allowing important public announcements to be delivered.

In the event of an emergency, all information should flow through the Control Room, leading to efficient delivery of information and reaction to situations.

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

For smaller scale events, communications and control are just as vital. Event organisers must consider this as integral to their event.

(e) Crowd Management

Specific arrangements for stewarding should be included in this section. This covers measures to reduce overcrowding, such as open further ticket booths, increase stewarding to ensure crowd movement. The section should also include the maximum number who can attend the event (at any one time), measures to monitor this and arrangements should this number be reached.

In addition it could mention signage, high-visibility clothing or identifications for stewards, temporary barriers (if required) and any personal protective clothing or equipment (eg waterproof clothing, torches for night-time etc).

Stewards

Easily identifiable stewards are essential to draw attention to any danger and manage temporary responses.

A suitable number of stewards will need to be appointed to manage the event. The risk assessment process will identify the required number. They will need to be:

- (1) fit and capable to carry out their appointed duties (ie long spells of standing, walking, etc) and licensed according to Security Industry Agency (SIA) regulations for the specific task they are carrying out;
- (2) readily identifiable (eg fluorescent jacket, vest, badge, blazer, etc);
- (3) fully briefed and trained in their duties at the event. This may include:
 - working under the guidance of the main steward and/or designated organisers;
 - manning temporary car parks and directing traffic (but not on public roads);
 - advising, controlling and directing participants, stallholders, etc on set-up and closure of the event;





Step 3: Draw Up an Event Plan

- *advising, controlling and directing the public;*
- *raising the alarm for fire, using the equipment provided to fight fire (as far as is possible without endangering themselves) and ensuring clear access/egress for emergency services;*
- *call for first-aiders should the need arise;*
- *watching for problems around the site and reporting to the Control Room.*

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

*A walkie-talkie system linked to the Control Room is essential for requesting assistance and sharing information. Ensure staff are properly instructed on use at the briefing. **Note:** The Control Room operator would be responsible for managing all the two-way radio channels.*

Temporary Barriers and Marking Out the Event Site

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

- *aid pedestrians/crowd movements;*
- *separate pedestrians/crowds from activities (eg dangerous areas);*
- *segregate pedestrians/crowds from vehicles, animals etc;*
- *physically secure areas (eg natural hazards, dangerous areas, etc);*
- *cordon off areas.*

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

The temporary barriers and markings must not themselves present a hazard (eg unstable barriers falling over, tripping over low barriers, overcrowding from poorly located barriers, etc). Safe methods include marking out with biodegradable paint (as seen on rugby/football pitches) and/or by using posts and pegs (provided they are at least 1m/3ft in height, thus reducing the risk of tripping).

Overgrown Pathways/Slips and Trips/Lighting

At an outdoor event, you may have a little work to do to tidy up the access routes. Remember to think about lighting if your event ends after dark. Can people still move safely to the exits, toilets and car parks?

(f) Vehicle Management

Keep traffic moving on public roads by giving clear directional signage helping new visitors to the area to find the event effectively.

Manage event traffic so as not to cause queues and disrupt normal road users.





Step 3: Draw Up an Event Plan

For safety reasons, separate pedestrians and vehicles with crowd barriers or temporary diversions.

A Banks Person should be deployed for all vehicle movement at events. Vehicles at events in Perth City Centre are prohibited from moving unless a Banks Person is deployed.

Extra traffic means extra parking. Temporary parking areas and no parking zones may be required to keep area traffic moving.

*Any traffic management plan on public roads should be made in consultation with **Police Scotland**.*

*The **Traffic & Network Manager** will provide help and advice on directional signage, temporary road closures and can help you source equipment such as crowd barriers and cones for hire.*

Road Closures/Restrictions

***These should be considered very much as a last resort.** Think very carefully about alternatives to holding an event in a venue that would require closure or restriction of a public road. The process includes statutory procedures and can incur charges. Closures can also cause major inconvenience to users of the area with diversions and restricted parking. Where there is a requirement for restrictions for road users (eg road closure, diversions, signs, cones, etc), a Temporary Traffic Regulations Order (TTRO) may need to be applied. You will need at least 6 weeks to arrange a TTRO and it is not automatic, each case will be assessed on its merit.*

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

Moving Procession

Where an event involves a moving procession, a temporary hold may be put on traffic. Consult the Police on how best to manage this.

Temporary Road Signage

(Taken from Department of Transport Advisory Leaflet - 'Provision of Temporary Traffic Signage to Special Events')

Temporary traffic signs may be erected for a limited period to guide traffic going to special events which are expected to attract a considerable volume of traffic. These are to assist road safety and reduce congestion by giving clear directions to road users seeking the best route to an event. They may only be sited for the duration of the event.

Parking

Temporary car parks can be set up, with permission, on ground near to your event site. If using areas not normally used for traffic, think about:

- *easy, swift access off the main highway to avoid congestion;*
- *easy, swift exit at the end of the event;*
- *signposting;*
- *possible need for coning entrances and exits to allow drivers to clearly see onto the road before pulling out;*





Step 3: Draw Up an Event Plan

- consider the need for Police or Traffic Wardens to carry out traffic control (stewards are not permitted to direct traffic on public roads);
- if you opt for grassed areas, watch heavy vehicles and mud;
- disabled access.

The Clean Up

After an event has passed along a public road or area, there may be a need for cleaning prior to re-opening the area.

(g) Fire Arrangements

If you are using an established venue, there will be a procedure in place. As the event organiser, you should make sure you familiarise yourselves with all the procedures and equipment. In a temporary venue, marquee or open environment, you will need to consider a range of issues.

Event organisers must ensure that fire risk assessments are completed appropriate to the risk and that they are self compliant with the new fire safety laws as described in **Step 1 Section 13**:

www.pkc.gov.uk/firesafetyguidance

When you apply for your Licence, the Scottish Fire and Rescue Service will be asked to comment on your submitted Event Proposal. They have powers to inspect the event premises and enforce the regulations if necessary. The local Fire Safety Enforcement Officer will be informed of your event.

The following list of considerations has been compiled to steer you in the right direction. The list is not exhaustive and should be used in conjunction with the Practical Fire Safety Guide available through the link above.

Means of Escape/Exit Routes

These should be:

- clear of obstruction;
- unlocked and easy to open;
- clearly marked/signposted/illuminated;
- correct width as per the conditions that apply;
- staffed - if required, a member of staff should be allocated to each exit in the event of emergency.

Things to Note

- Overcrowding - find out the legal capacity and do not exceed it!
- Fabrics used for decoration/stage curtains etc, must be made flame retardant.
- Heating equipment should be properly maintained, fixed and guarded, and turned off when premises are unoccupied.
- PAT Certification will be required for all electrical equipment and valid on the day.
- Electrical Installation Certificate required post setup.
- Gas appliances to be serviced by current CORGI registered engineer.



Step 3: Draw Up an Event Plan

- Cigarettes - ensure there are adequate non-combustible receptacles.
- Access routes for emergency vehicles must be maintained at all times.

Warning System

- You must have a method to warn of fire/emergency.
- If your venue has an alarm, you must be aware of the sound and the required procedures.
- If no alarm is installed, a mobile alternative such as a klaxon and PA may be used.
- All staff should be aware of the operating system.

Emergency Lighting

- In the event of a power failure, due to fire or other eventuality, you will need to evacuate people from danger.
- Established venues will have emergency lighting systems in place.
- In a temporary venue, you may need to provide torches or a generator for back up.

Fire Extinguishers

- You will need to provide appropriate numbers and types of extinguishers for the layout of your site to deal with the particular risks.
- Extinguishers should be located at well-marked points across the site/venue.
- Staff should be briefed in the use of extinguishers.

Emergency Fire Action Plan

- Assembly points must be identified.
- A nominated person who will call the Scottish Fire and Rescue Service and liaise with them on arrival must be identified.
- The nearest telephone should be identified - do not rely completely on mobile phones!
- A written emergency fire action plan will be part of your main Event Plan; this should detail all responses to precautions above.
- Your stewards' briefing should include a session on operations in event of a fire and/or evacuation. Clear roles should be outlined.
- Remember to consider your participants as well as the audiences. Also consider those who may need assistance in the event of evacuation.

(h) Welfare Arrangements

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





Step 3: Draw Up an Event Plan

	Female Toilets	Male Toilets
For events with a gate time of less than 6 hours duration opening.	1 per 100	1 per 500, plus 1 urinal per 150
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, plus 1 urinal per 125
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, plus 1 urinal per 100
For campsites at major events, swapping the emphasis from urinal to WCs for males.	1 per 75	1 per 150, plus 1 urinal per 250

It is advised that there is at least one handwashing facility per five toilets (including adequate supply of soap, and hand-drying facilities).

Remember that all facilities will need to be checked, cleaned and supplies replenished as the event goes on - make sure someone is allocated this job and the frequency of cleaning and number of hand sanitisers used are documented.

Note: Separate facilities may be necessary for events staff, especially food handlers.

A suitable number of toilets for the disabled will also need to be provided in accessible locations. If the event is of a long duration, you may also need to consider facilities such as fresh water supply, temporary showers, chemical toilet disposal etc.

Hire companies will provide further advice on requirements for your audience.

(i) Working with Children and Young People

It is worth thinking about providing services that will make it easier and more comfortable for families to spend the day at your event. It is not a legal requirement but families will really appreciate these small considerations that will allow the adults to relax and enjoy their day. This includes access for buggies (or a secure area to 'park' them) and removing dangers for wandering toddlers and small fingers (eg socket covers and heater guards; providing clean floors/grounds).

For more information and advice check:

www.childreninscotland.org.uk

Tel 0131 228 8484

(j) Lost Children

Looking after lost children at events requires a careful system to protect the children and the staff involved. Police Scotland will be able to advise on lost children procedures.

(k) Security

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



Step 3: Draw Up an Event Plan

Cash Handling

A good system should be set up that creates efficient, safe and accountable cash handling:

- Security - How will cash be carried away from the gates? Where will money be stored and counted ready for banking? Who will carry the cash? Are they trained and qualified to carry cash?
- Accountability - ensure staff are not put in a position where they could be accused of stealing.
- Issue numbered tickets so that number of tickets sold can be matched to cash income.
- Wherever possible, staff should work in teams, not alone.

Make sure you order enough change, set ticket and programme prices so you do not have to deal with lots of small change.

(l) Medical/First Aid

Two things you can guarantee about any event: the date it has been arranged for and the high probability someone will have an accident or be taken ill. A minor accident can turn into a major crisis if it is not dealt with quickly and efficiently and it is worth noting that as an event organiser you could be held liable if you do not provide suitable first-aid cover at the event. Depending on the nature and type of the event, first-aid cover may be from appointed trained first-aiders: Medical Practitioners, Paramedics, the British Red Cross and/or St Andrew's First Aid. The risk assessment process will assist in identifying the level of first-aid provision.

Both the British Red Cross and St Andrew's First Aid volunteers bring a wealth of experience and are highly skilled in the provision of first aid at events. It is worth noting these volunteers are not paramedics, they do not carry oxygen, or drugs, however, some carry defibrillators and are trained to use them.

The Scottish Ambulance Service will provide advice on the most effective first-aid provision to protect members of the public attending your event (see [Step 1 Section 34](#)). NHS Tayside have published recommendations for event medical providers:

NHS Tayside Recommendations for Event Medical Providers

(m) Incident Reporting

You will need to create a system for recording specific details of any reported incidents. A designated person(s) will need to complete the incident report form at the time of the incident (see example incident report form below). In addition, the incident will require investigating and the findings recorded for future reference. Should you be informed, at a later date, that a claim is to be made against you, ie organisers, this information can then be transferred on to the insurance claim form.

Note: Should a serious incident or accident occur, this will require reporting to the appropriate authorities, eg Police, Insurance Company, etc. In addition, serious accidents, ie person taken to hospital, will need to be reported to the Health and Safety Executive who may then wish to carry out an investigation.

(n) Event Activities

This section refers to any requirements/procedures for specific activities carried out by participants, exhibitors, contractors etc (eg bouncy castle, bucking bronco safety procedures etc).





Step 3: Draw Up an Event Plan

(o) Temporary Structures

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

(p) Waste/Hygiene Management

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

(q) Insurance Arrangements

This section covers type and level of insurance obtained.

(r) Training Requirements

This section should detail training/briefing sessions and written instructions for stewards, marshals, staff, etc in order that they understand their role and responsibilities.

(s) Contingency Arrangements

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

(t) Emergency Arrangements

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

(u) Site Safety Inspection

These inspections cover prior to, during and after the event and this sub-section covers who will undertake them and when.

(v) Appendix

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

3 Incident Report Form

Available [here](#).

