

The following pages show the sort of issues and things that must be considered in more detail when preparing plans.

PLANNING AND ORGANISING YOUR EVENT

Detailed planning and organising of an event is essential to its success. Don't underestimate the amount of time this could take. Some specialist advice may be required. Permission for road closures or Premises Licences may take some time to process.

You may need as much as 9 to 12 months planning. The following may need to be considered:

Management of the Event

Identify key responsibilities for all people involved. One person should be the designated event manager and be responsible for liaison with organisations such as the council, local police and other emergency services. A deputy should be provided to stand in should the event manager be unable to manage the event and he/she should also be fully briefed on all the arrangements. The event Manager and deputy's contact details should be provided to the council and emergency services in advance of the event. One person with suitable experience and competence should be given overall responsibility for health and safety and another given overall responsibility for the co-ordination and supervision of stewards. A competent person should also be nominated as a Fire Safety Officer.

An event plan should be prepared to show responsibilities and how the following issues are going to be managed. Don't forget to consider how you will keep in contact with other key people/ employees/volunteers.

Site Suitability, Layout and Design

The number of people and access/ egress to your event are not the only considerations when choosing a suitable site. Are there any existing hazards e.g. overhead power lines, weirs or rivers. What is the ground cover like? A grassed area may be ok in fine weather but how will you get people and vehicles onto the site if the ground is very muddy? Hard ground may be suitable for setting up children's play equipment but would not be good if they fell off. Where will you put certain activities? Structures or fairground rides may need to be placed on flat ground. Is the event planned for the evening? You may need to consider additional lighting for the site itself and access routes. Be careful not to site activities where they could compromise others evacuation routes. E.g. next to fire exit doors of local shops or offices.

Site Plan

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

Crowd/Traffic Management

People attending

What is the maximum number of people that your proposed site can hold, or are likely to attend? Don't forget that this may depend on the activities that you have planned. E.g. a large stage/ shooting range might reduce the number that a site can hold. The number of people entering a site may have to be counted to prevent overcrowding. Consider the crowd profile; are specific groups of people to be targeted e.g. children, teenagers, elderly or disabled that have specific needs or characteristics? How will you communicate to the public generally or in the event of an emergency. Will you need a loud hailer or some form of public address system?

Access/egress, parking and emergency vehicles

In choosing your site consider how easy it will be for people to gain access and what car parking facilities are available. Unplanned and uncontrolled access and egress to a site could result in a serious accident. Will you need to have stewards to direct people to and from car parks? Consider both traffic flows and pedestrian routes. How will you segregate the two? Do you need to provide barriers/ signs or ask for a road closure to help with safe access? (If road closures are required, signs on the highway, traffic diversions and/or the placement of cones are required, an application must be made for a traffic regulation order and/or approval from the highway authority.) How will contractors get their vehicles onto site? How will emergency vehicles get on and off site and how will you ensure that emergency routes are kept clear? Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. Local rail and bus companies should be advised of larger events to establish if existing services are adequate. You will also need to liaise with them if road closures or diversions are intended. A traffic management plan with site maps may help to make the arrangements clear for all people working at your event.