



ARE YOU HOLDING AN EVENT IN THE RIBBLE VALLEY THIS YEAR

Guidance and Tips for Organisers on Public Event Safety

Ribble Valley Event Safety Advisory Group; or ESAG by which it is better known, can help guide you through the process of Event planning. Explain what is meant by: - Event safety management; Event plans; and Risk assessments.

The group is a comprised of local agencies who between them have a wealth of experience and expertise to help Event Organisers.

The ESAG group would welcome the opportunity to work with you in the preparation of your event. ESAG can provide advice; information; guidance and instruction on the elements and procedures to ensure a seamless successful event and whether you are planning an event for only a few attendees or thousands, the objectives remain the same; - that everyone enjoys a safe event, in a healthy environment.

The ESAG group meets regularly to jointly consider forthcoming events and to give advice to organisers. In this way, all the agencies can consider the implications and ensure that there are sufficient resources available should there be an incident for which they are required. ESAG also gives event organisers access to a 'Single point of contact' for all the agencies on the procedures and legislative requirements.

Our joint aim is to ensure that all events meet minimum standards, that they are safe for exhibitors, performers and visitors. We also hope to minimise any adverse effects such as noise and traffic congestion.

In essence our goal is:-

Safe – Compliant – Considerate – Successful

Typically ESAG has contributors from various teams: - The Police, Ambulance; Fire and Rescue Services. It also calls on the services of numerous individuals within Ribble Valley Council; this includes officers from Emergency Planning, Highways, Environmental Health and Licensing.

Our Objectives:-

- To promote high levels of safety and welfare at events by giving advice;
- To promote good practice in safety and welfare planning for event;
- To ensure events cause minimal adverse impact;
- To ensure that any licensable activities have been granted the necessary permissions;
- To provide advice to Event Organisers with regard to event controls and risk assessments.

The planning process is one of the most important aspects in successful Event Management: the more robust the plan, the smoother the journey to success.

Good planning is a continuous process and good plans should be adaptable and flexible – they require a solid foundation and a straightforward structure. ESAG can help to help you get started in the initial stages.

Entertainment events vary enormously in size, character and other factors such as hazards and risk. For this reason it is a difficult task to write guidance that can be applied universally. So in drawing up guidance, ESAG has instead concentrated on setting out broad themes applicable to most situations.

Naturally this also means that organisers of very large or complex events may need to also seek more specialist advice elsewhere.

Our hope though is this guidance will put you on the right track with some basic principles and point you in the right direction if you need specialist guidance.

So whether you are organising a village fete or a three day rock event with complex infrastructure, we hope we can be of assistance.

What Sort of Events does the ESAG Consider?

Usually an event held outdoors, possibly with marquees or other temporary buildings. Ribble Valley ESAG contributed to 90 events which took place over 120 days last year.

typical examples of those events include:

- Country shows
- Fetes & fairs
- Open air concerts and music festivals.
- Trade shows.
- Steam Fairs.
- Sporting events.
- Motor sport.
- Small & large scale parties - community events.
- Agricultural shows, including; horse shows, dog shows.
- Open air entertainment last night at the proms,
- Historic re-enactments.
- Firework displays.
- Large scale company parties.
- Processions, marches and carnivals.
- Car-Boot sales markets.
- Street parties.
- Fun runs.
- Charity walks.
- Food festivals.

In providing this service the Ribble Valley Event Safety Advisory Group are fully aware of the positive benefits that quality events bring to both the Community and the Ribble Valley as a whole.

Benefits of Hosting Quality Events

- Community Identity
- Cultural experience and Social cohesion – between communities
- Local Pride / Cultural Regeneration
- Positive benefits Local Economy
- Tourism / Corporate Image national

For these reasons Ribble Valley Borough Council supports and promotes the work of the Ribble Valley Event Safety Group in the development and procurement of high standards of Health Safety Law and Order and encourages all in its Safer Events Policy to maintain those minimum standards: Safe; Compliant; Considerate Successful events.

Find out more and download at: - http://www.ribbonvalley.gov.uk/info/200223/event_safety

Details on risk assessments at: - www.hse.gov.uk/risk/fivesteps.htm

Find out more about safety management at: - <http://www.hse.gov.uk/pubns/priced/hsg195.pdf>