

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

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Agenda Item No.

meeting date: 29 JANUARY 2013  
title: REVIEW OF EVENT SAFETY ADVISORY GROUP  
submitted by: CHIEF EXECUTIVE  
principal author: MARSHAL SCOTT

### 1 PURPOSE

- 1.1 To agree a new protocol for the operation of the Event Safety Advisory Group.

### 2 BACKGROUND

- 2.1 At the Council meeting on 9 October 2012 Councillor Knox proposed a Notice of Motion in respect of the Community Bonfire in Clitheroe and the role of the Event Safety Advisory Group.
- 2.2 Council required me in conjunction with a working group of 5 members to review the Event Safety Advisory Group's policies, constitution and procedures to ensure that all advice it provides is done in a constructive, helpful and timely manner.
- 2.3 Council required the outcome of the review to be reported to the next meeting of this Committee.
- 2.4 I reported on progress of the review at your last meeting in November 2012. The working group has met again on 3 December 2012 to finalise the Protocol for the Ribble Valley Safety Advisory Group and the Event Safety Management Plan. Minutes of that meeting are attached at Annex 1. It was due to meet again on 21 January 2013 but this meeting was cancelled due to the bad weather.

### 3 PROTOCOL FOR THE RIBBLE VALLEY SAFETY ADVISORY GROUP

- 3.1 Attached at Annex 2 is the revised Protocol for the Safety Advisory Group. The main items the Protocol sets out are:-
- Our policy for the Safety Advisory Group
  - Membership and Administration
  - Terms of Reference
  - Roles and Responsibilities of both Council Officers and Partner Organisations
- 3.2 The Protocol has been agreed by the working group and circulated to all partners and council officers who have an identified role.
- 3.3 Partner organisations including Police, Fire, and Lancashire Emergency Planning have responded positively to the new Protocol and their roles in Event Safety in Ribble Valley.
- 3.4 The new Protocol gives us a chance to relaunch the operation of the Safety Advisory Group under the new management arrangements with the full involvement of both

council officers and also our key partners who have very important roles to play in helping organisers hold events in Ribble Valley Safety.

#### 4 EVENT SAFETY MANAGEMENT PLAN

4.1 Attached at Annex 3 is the revised Event Safety Management Plan which will be a useful plain English guide to event organisers to assist them with organising their event safely.

4.2 Other guides / information which are available but which will need revising if members agree the new Protocol are:-

- Safer Events Guide
- Organising an Event
- Holding an Event in the Ribble Valley

4.3 These information sources together with the Event Safety Management Plan will enable the Council to provide a suite of guides to enable events in the Ribble Valley to be conducted safely.

#### 5 RISK ASSESSMENT PLAN

5.1 The approval of this report may have the following implications:

- Resources – none
- Technical, Environmental and Legal – none
- Political – none
- Reputation – the Event Safety Advisory Group has a significant impact on the public perception of the Council's role in advising on event safety.
- Equality & Diversity – none

#### 6 **RECOMMENDED THAT COMMITTEE**

6.1 Agree the Safety Advisory Group Protocol at Annex 2.

6.2 Agree the Event Safety Management Plan at Annex 3.

6.3 Ask the Working Group to examine the other safety guides the Council produces to ensure they are clear, concise and easily understandable.

CHIEF EXECUTIVE

For further information please ask for Marshal Scott, extension 4400.

**ESAG Review Group  
Minutes of Meeting Held  
3 DECEMBER 2012**

**1 PRESENT:** Councillors T Hill (chairman); J Alcock; J Rogerson; A Knox; K Horkin; M Scott [chief executive)

**2 MINUTES OF LAST MEETING**

2.1 The minutes of the meeting held on 12 November 2012 were agreed as a true record.

2.2 A report on the review of ESAG was submitted to Policy Finance Committee on 20 November where members broadly supported the progress being made.

**3 TO CONSIDER THE LATEST DRAFT PROTOCOL FOR THE RIBBLE VALLEY SAFETY ADVISORY GROUP – In light of comments received from other agencies**

3.1 Marshal informed the Group the Police, Fire & Rescue, LCC Highways and Emergency Planning, as well as Officers of the Council had been consulted. Those who had responded to the 'draft' Protocol seemed happy, with only a few minor amendments, highlighted in 'red'.

**4 TO CONSIDER THE LATEST DRAFT EVENT SAFETY MANAGEMENT PLAN DOCUMENT**

4.1 It was agreed that the Management Plan should be circulated to the same group of people who received the Protocol for their comments.

**5 AOB**

5.1 Clitheroe Bonfire – Marshal had recently met with Chief Inspector Graham Lister and they had briefly discussed using the Castle Field to hold the Bonfire. Graham had advised a meeting early in the new year with Clitheroe Rotary and key players.

5.2 It was agreed that a Protocol for events taking place on the Castle Field should be produced and reported to Community Committee.

**6 DATE AND TIME OF NEXT MEETING**

6.1 The next meeting to be held on Monday 21 January 2013 at 11.00am in the Members Room and to invite the new chair of the ESAG Group along.

6.2 Meanwhile Marshal will review the use of the Council's website for people who were interested in organising an 'event', with links to both documents.

6.3 Marshal to report the final Protocol and Management Plan to P&F Committee on 29 January 2013.

6.4 It was agreed that the minutes of the Safety Advisory Group would be reported to the Licensing Committee as part of the new Protocol.

RIBBLE VALLEY  
BOROUGH COUNCIL



RIBBLE VALLEY  
SAFETY ADVISORY GROUP

PROTOCOL

## SAFETY ADVISORY GROUP

### Protocols

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## 1 GENERAL STATEMENT OF EVENT SAFETY

1.1 The Ribble Valley Safety Advisory Group is there to provide advice and guidance to event organisers to enable them to hold their event safely and legally. It is the responsibility of event organisers to ensure their event takes place safely. The Safety Advisory Group will neither sanction nor stop events taking place: that is not its role. Where, however, there are concerns, it will advise the appropriate members of Ribble Valley Safety Advisory Group of those concerns and they may take whatever action they feel necessary to fulfil their statutory obligations.

## 2 LOCAL AUTHORITY POLICY FOR THE SAFETY ADVISORY GROUP

2.1 It is the policy of Ribble Valley Borough Council to uphold reasonable standards of safety at all public events in the Ribble Valley, to encourage the well-being of the public at those events, and minimise as far as possible any inconvenience to residents, businesses and the general public. To aid these objectives, Ribble Valley Borough Council maintains a Safety Advisory Group for public events, and has established partnerships with selected agencies, which offer specialist advice to the authority or to the organisers.

2.2 The role of the Group is to consider large-scale public events and their requirements. The Group's remit includes outdoor events, which require a premises licence under the Licensing Act 2003, firework displays, carnivals, parades, music festivals, agricultural shows and other large-scale events of a similar nature.

2.3 In general, "large scale public event" will be treated as being an event where more than 5000 people are expected to attend, although smaller events may require the involvement of the Ribble Valley Safety Advisory Group, depending on the event.

2.4 The Borough Council is the Licensing Authority under the Licensing Act 2003. It will exercise its powers under that Act, taking into account the Council's Statement of Licensing Policy, and any representations received. It will also take into account any enforcement and other protocols agreed between the Council and responsible authorities.

2.5 The Borough Council is an enforcing authority as defined in the Health and Safety (Enforcing Authority) Regulations 1998 for work activities, where the main activity includes cultural, entertainment or sporting activities. It will enforce the relevant statutory provisions to ensure the health, safety and welfare of employees, members of the public and any other person affected by a work activity. This includes all outdoor public events. The erection and dismantling of structures or equipment used in the event may, in certain circumstances, be the enforcement responsibility of the Health and Safety Executive.

Erection and dismantling of temporary stages, grandstands and other temporary platform arrangements used by the entertainment industry is the enforcement responsibility of the HSE.

## 3 MEMBERSHIP AND ADMINISTRATION

3.1 The Ribble Valley Safety Advisory Group will consist of:-

- (a) A group of core members;
- (b) Invited representatives

3.2 The core members will comprise senior officers (or their representatives) from the following agencies:-

Ribble Valley Borough Council

- Environmental Health Officer (Health & Safety)
- Licensing Officer
- Head of Legal and Democratic Services
- Head of Engineering Services
- Principal Building Control Officer
- Head of Environmental Health
- Emergency Planning

- Lancashire County Council – Highways
- Lancashire Police
- Lancashire Fire and Rescue Services
- North West Ambulance Service

3.3 The Ribble Valley Safety Advisory Group shall be chaired by the Head of Engineering Services (RVBC)

3.4 The core members may invite (either from time to time or by a standing invitation) other representatives to Ribble Valley Safety Advisory Group meetings. Invited representatives will be encouraged to take a full part in proceedings and to share their expertise and advice with core members. They shall be entitled to have their views presented / reported, considered and recorded.

3.5 Invited representatives may be drawn from any body which the Ribble Valley Safety Advisory Group considers appropriate. These might include:-

- The licence holder and / or event organiser (as appropriate)
- First aid representation
- Emergency Planning Unit, Lancashire County Council
- Primary Care Trust

3.6 Sub-Groups of the Ribble Valley Safety Advisory Group will be convened to deal with specific operational issues or events as required. The Chairman or any other core member may request the setting up of a sub-group, and the Chairman shall invite such representatives as are considered appropriate to meetings of such a sub-group.

3.7 The Ribble Valley Safety Advisory Group and any sub-groups shall be administered by Ribble Valley Borough Council.

3.8 Ward Councillors will be advised of any events being considered at the Ribble Valley Safety Advisory Group or sub-group and will be welcome to attend those meetings.

#### 4 TERMS OF REFERENCE

- 4.1 To ensure as far as possible that risk to public safety is minimised for all large-scale public events.
- 4.2 To maintain an overview of forthcoming events within the Ribble Valley.
- 4.3 To advise the Local Authority in the exercise of its powers under the Licensing Act 2003.
- 4.4 To advise the Local Authority as the enforcing authority as defined in the Health and Safety (Enforcing Authority) Regulations 1998 for enforcement of the relevant statutory provisions.
- 4.5 To act in an advisory capacity to both the organiser of an event and other agencies/individuals involved.**
- 4.6 To provide a forum within which the Local Authority and other agencies may develop a co-ordinated approach to spectator safety.
- 4.7 To review with organisers each large event through a formal de-brief (including any significant incidents or “near misses”) and make recommendations, where appropriate, for improving safety.
- 4.8 To advise and develop generic risk assessments / best practice where appropriate.
- 4.9 To ensure that there are in existence agreed contingency plans for dealing with major incidents. This may require liaison with the Lancashire Resilience Forum General Purpose Committee.
- 4.10 To monitor compliance with the standards agreed.
- 4.11 The Safety Advisory Group as such cannot take any decisions on behalf of the Local Authority. The Local Authority’s decision-making power remains with the Licensing Committee, or with relevant officers within the Council’s approved Scheme of Delegation.
- 4.12 The Local Authority core members of the Safety Advisory Group must declare any material conflict of interest in relation to any item put before the Group, prior to any discussion on that matter. If the interest could be considered prejudicial, then that person should consider if they should withdraw and be replaced by an appropriate party agreed with the Group.

#### 5 MEETING OF THE RIBBLE VALLEY SAFETY ADVISORY GROUP

- 5.1 The Ribble Valley Safety Advisory Group shall meet a minimum of 4 times per calendar year. Any core member may request an additional meeting or meetings of the group, whether in response to a particular event or otherwise.
- 5.2 Where matters arise which require consideration by the Core Ribble Valley Safety Advisory Group, a meeting may be called at short notice.
- 5.3 All relevant agencies should be represented at a meeting of the Ribble Valley Safety Advisory Group or Sub-Group, and representatives must be fully



briefed to ensure a consistent approach and senior enough to enable decisions to be made and implemented.

5.4 The Safety Advisory Group may request an inspection of the site of a public event (whether before, during, or after an event) as determined by the Chair of the Group in consultation with the event management. Such members as the Group considers appropriate can attend the inspection. Formal minutes and a record of the inspection will be circulated to all relevant parties.

## 6 5 ROLES AND RESPONSIBILITIES OF MEMBERS OF SAGRIBBLE VALLEY SAFETY ADVISORY GROUP

65.1 Ribble Valley Borough Council (Head of Engineering Services)

Chair of Group:-

- (a) To ensure that meetings of the Safety Advisory Group take place on a regular basis;
- (b) To ensure that due account is taken of the views of all members of the Safety Advisory Group, including those attending by invitation;
- (c) To ensure Minutes are taken at each Meeting and reported to the Ribble Valley Borough Council's Licensing Committee.
- (d) To ensure an up-to-date list of planned events is maintained.

5.26.2 Ribble Valley Borough Council (Licensing Officer)

- (a) To determine whether an event requires licensing;
- ~~(b) To ensure proper processes are in place where event requires licensing;~~
- (b) To process applications for licences in accordance with statutory requirements;
- ~~(d) To co-ordinate consultations/meetings with relevant agencies/event organisers for licensed events (N.B. Where an event does not require a licence this function will be the responsibility of the event organiser);;~~
- (c) To develop conditions to be attached to a licence in accordance with the Operating Schedule and any representations from responsible authorities;
- ~~(f)(d) To ensure monitor and enforce compliance with licence conditions;~~
- ~~(g) To co-ordinate de-brief after event;~~
- (e) To provide advice/guidance, ~~as necessary,~~ where an event does not require a formal licence;
- ~~(i)(f) To provide technical support to the SAGRibble Valley Safety Advisory Group. in relation to the above issues.~~

65.3 Ribble Valley Borough Council (Head of Legal Services)

- (a) To provide legal advice to the SAGRibble Valley Safety Advisory Group.

5.46.4 Ribble Valley Borough Council (~~Senior Environmental Health Officer~~) (Health & Safety)

- (a) To specify appropriate noise levels at any event to minimise public nuisance;
- (b) To lead in ensuring compliance with both health and safety and food safety legislation;

- (c) To provide advice on environmental health issues relating to the event;
- (d) To provide technical support to the SAG Ribble Valley Safety Advisory Group ~~in relation to the above issues.~~

65.5 Ribble Valley Borough Council (Head of Environmental Health Services)

- (a) To provide Environmental Health advice to the SAG Ribble Valley Safety Advisory Group.

65.6 Ribble Valley Borough Council (Building Control)

- (a) For licensed events – to ensure compliance with relevant legislation / guidance in respect of temporary stands and stages and other temporary structures;
- (b) For unlicensed events – to examine details of temporary stands and stages;

5.76.7 Ribble Valley Borough Council (Cultural & Leisure Services)

- (a) The Council can, at various times, act in the capacity of either:-
  - (i) the event promoter;
  - (ii) as a joint promoter working with an outside body;
  - (iii) as site lessee-owner and acting as liaison with event promoter.

The Cultural and Leisure Services staff's role and responsibilities will alter depending in-upon which capacity it acts in either (i), (ii) or (iii) above.

- (b) As Promoter

The Cultural and Leisure Services staff will be responsible for complying with all requirements as laid down for the licence and will be responsible for all event organisation.

- (c) As Joint Promoter

The Cultural and Leisure Services staff will clarify roles and responsibilities with the promoter so that SAG Ribble Valley Safety Advisory Group is aware of situation and department will work with the joint promoter to ensure compliance with requirements of any licence.

- (d) Where Ribble Valley Borough Council is the Site LesseeOwner

The Head of Culture and Leisure will ensure the promoter is given clear guidance on roles and responsibilities and will strive to ensure that contractually the promoter is responsible for stated provision and compliance. The Leisure Services Team will also act in a liaison role, where deemed applicable and appropriate, with other bodies and will strive to ensure the promoter complies with all requirements of the licence. However, the Team cannot accept responsibility for any breaks in non- compliance.

5.86.8 Ribble Valley Borough Council (Licensing Committee)

- (a) To determine applications for a premises licence having regard to the Licensing Objectives and relevant representations.

6.9 Emergency Planning Unit – (Ribble Valley ~~in liaison with~~ Lancashire County Council Emergency Planning Service)

Following a major incident activate the appropriate emergency plan(s) to support the emergency services and assist with the wider consequences of the incident. Following the emergency response phase the recovery phase will, as necessary, be co-ordinated by either Ribble Valley Borough Council or Lancashire County Council.

- (a) To respond to a major incident by activation and mobilising of local authority and supporting organisations, to cater for the threat of death, serious injury or homelessness to a large number of people. Services may include reception centres, temporary emergency accommodation, feeding and access to a wide range of special equipment;
- (b) To initiate alerting procedures (local authority and voluntary agencies);
- (c) To take responsibility for identification of and equipping (with Health Authority / Primary Care Trust and Police) of a temporary mortuary;
- (d) To act ~~a~~ as a member of the event management team and assist in preparation of the Event Major Incident Plan;
- (e) To undertake cross~~-~~boundary liaison and mutual aid (where a venue is close to county or other administrative boundaries, liaison may be required by the emergency planning officers of the local authority, and the ability to provide mutual aid determined);
- (f) To take responsibility for ensuring that arrangements are co-ordinated with the local aAuthority Major Incident Plan.

5.106.10 Lancashire County Council (Highways)

- (a) ~~Their~~ roles is to monitor and responsibilities of this function is to try to cater for all authorised events where the highway is affected. This will likely include liaison with statutory authorities and other organisations, giving advice on and, as necessary, arranging for:-
  - (i) the maintenance of clear and safe routes for emergency vehicles and traffic of all categories including pedestrians;
  - (ii) any road closure or other temporary traffic management measures which may be necessary;
  - (iii) liaison with the statutory undertakers;

5.116.11 Lancashire Fire and Rescue Service

- (a) To provide advice relating to:-
  - Site Location
  - Site Design
  - Density Factors (capabilities)
  - Barrier Configuration
  - Amusements / Attractions
  - Concessionaires
- (b) To provide advice on access relating to:-

Means of Entry (flow rates)  
Means of ~~Egress-Exit~~ (flow rates)  
Siting of ~~Ingress-Entry / Exit~~~~gress-Routes~~  
Migration On Site / Off Site  
Emergency Evacuation Routes  
Holding Areas  
Emergency Vehicle Access / ~~Egress~~

(c) To provide advice on planning relating to:-

Major Incident Plan  
Emergency Evacuation Procedures  
Fire Risk Assessment

(d) To provide advice on fire safety relating to:-

Lighting (normal / emergency)  
Fire Warning Systems  
Signs (directional / information, etc.)  
Fire Fighting Equipment  
Fire Stewards  
Water Supplies  
Flammability of Fabrics / Textiles  
Pyrotechnics (storage / use / siting)  
Camp Sites (location / design)  
Marquees / Tentage  
Portable Structures  
Field Kitchens  
L.P.G. (Ribble Valley Safety Advisory Group / storage)  
Generators (fuel storage, etc.)

(e) To provide advice on legislation relating to:-

Regulatory Reform (Fire Safety) Order 2005  
Safety at Sports Ground Act (1975)

#### 6.12 Lancashire Police

- (a) To provide advice on the prevention and detection of crime;  
(b) To provide advice on the prevention of / or stopping of breaches of the peace;  
(c) To provide advice on traffic regulations within the legal powers provided by statute, ie. a road closure order (Town Police Clauses Act 1847) or a traffic regulation order (Road Traffic Regulation Act 1984);  
(d) To implement the activation of a contingency plan where there is an immediate threat to life and co-ordination of resultant emergency service activities;  
(e) Police resources will not be routinely deployed to tasks which the risk assessment suggests are necessary but for which there are no legal responsibilities or legal powers.

#### 6.13 North West Ambulance Service

- (a) To provide advice on medical and first aid provision;

- (b) To provide input where required relating to the Emergency Plan / Major Incident contingencies (which is where NWAS would be deployed to the site and take command of medical powers / facilities);
- (c) To ensure that the event has minimal / no impact on NWAS normal operations;
- (d) To obtain information and an Emergency Management Plan including a medical plan from the designated providers.

## 7 NOTIFICATION OF EVENTS

- 7.1 Where an event is notified to a member of the Ribble Valley Safety Advisory Group, it is the responsibility of that member to notify, in writing (including email), the other members of the Group.
- 7.2 On receipt of formal event notices, the event will be acknowledged by the Ribble Valley Safety Advisory Group Chairman, using the proforma included as Appendix A.
- 7.3 Where an event involves regulated entertainment or the sale of alcohol or late night refreshment, the Licensing Section must be informed immediately to allow a decision to be made regarding licensing requirements.

### NB

When planning an event involving 10,000 people a minimum of 6 months should be sought. For an event involving between 5,000-10,000 people, a minimum of 3 months should be sought.

## 8 PROCEDURES FOR DEALING WITH EVENTS

- 8.1 The following procedure has been approved for use by the Safety Advisory Group:-
  - (a) Proforma or intelligence received by agency.
  - (b) Other agencies notified by proforma by receiving agency.
  - (c) Proposals acknowledged with standard letter (Appendix A).
  - (d) At each meeting of the Ribble Valley Safety Advisory Group a diary of events for the forthcoming year is presented by the chairman. The events diary to include all major events whether licensed or unlicensed.
  - (e) Events considered in principle by the Ribble Valley Safety Advisory Group. Ribble Valley Safety Advisory Group decides to either receive presentation or instruct Ribble Valley Safety Advisory Group Sub-Group to investigate further.
  - (f) The first consideration is whether the event requires a licence.
  - (g) If the event requires a licence, the Licensing Section will organise the appropriate meetings with organisers, emergency agencies and other agencies as deemed necessary to process the licensing application.
  - (h) If the event does not require a licence or the Ribble Valley Safety Advisory Group Sub-Group needs to consider the event then such a sub-group will be convened by the Chair. The organisers, emergency services and other relevant agencies will be invited to attend.
  - (i) The purpose of the Ribble Valley Safety Advisory Sub-Group will be to receive details of the event from the organisers and for the emergency

services and other agencies to identify further information or action necessary to enable the event to proceed safely.

- (j) The Chairman will be responsible for producing minutes of the meetings and communicating those decisions to all necessary parties (including non-attenders).
- (k) The responsibility for completion of any actions identified at (i) lies with the promoter / appropriate agency.
- (l) Any issues of policy or matters which cannot be resolved by the Ribble Valley Safety Advisory Group Sub-Group can be referred to the main Ribble Valley Safety Advisory Group.

## 9 EXISTING MAJOR EVENTS

9.1 A complete list of all existing major public events is to be produced.

9.2 Where possible, venues used regularly for events will be the subject of standard risk assessments and a guide incorporating standard conditions will be produced for each type of event (including variations for different crowd profiles).

## 10 GENERAL

10.1 All members of the Ribble Valley Safety Advisory Group and associated Sub-Groups will operate within the areas identified as their roles and responsibilities in Section 5 above.

10.2 Where a member of the Ribble Valley Safety Advisory Group objects to a proposed event, the objection will be in line with their identified roles and responsibilities as mentioned in paragraph Section 5 above.

10.3 All members of the Group will retain a high degree of professionalism and probity at all times and will not at any time act in any way which may compromise the position of the Group or members of the Group.



AUTO ACKNOWLEDGEMENT OF EVENT NOTIFICATION FORM  
(SUBMITTED ONLINE)

Thank you for submitting your Notification of Event Form, receipt of which is duly acknowledged. This will be circulated to members of the Ribble Valley Safety Advisory Group, comprises of representatives of the various emergency services and officers from Ribble Valley Borough Council.

Individual Agencies will contact you as necessary to discuss any aspects or concerns that relate to their particular service. If the event is considered to be of sufficient size, the Ribble Valley Safety Advisory Group may invite you to attend a specially convened meeting to enable any issues to be addressed. This process I trust will provide you with all assistance that you need to ensure a safe and successful event.

The Agency representatives are there to assist you and their contact details are available from the following link on the Ribble Valley Safety Advisory Group website:

.....

Please note that Ribble Valley Safety Advisory Group is not an executive body and has no legal powers to collectively approve an event. Individual agencies will contact event organisers as necessary to discuss any matters of concern and agree changes that are deemed necessary to protect the health & safety of the public.

Should you require any further general advice or assistance please do not hesitate to contact ..... title ..... email ..... or telephone .....





Event Safety Management

# ORGANISATION

EVENT DATE/S & VENUE

## EVENT SAFETY MANAGEMENT PLAN

This document covers all events from Village Fêtes to multi-thousand attendances such as Rock Festivals.  
Discount sections which do not apply to your event.

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**Note**

The headings and text set out in this document are intended as a guide and framework for the development of your event specific plan. It follows the guidance and format set out in the Event Safety Guide, HSG195.

You should seek assistance from a person who is deemed 'competent' as described in the Management of Health and Safety Regulations 1999, Regulation 7, in the development of the content of this plan. You may have this expertise within your organisation or business, if not you must seek assistance:

**It is essential that you should consult Ribble Valley Borough Council at the earliest opportunity when planning an event. They will help to coordinate consultation with other interested parties which you believe falls within this remit to ensure emergency plans and arrangements are fully considered.**

## Introduction

*Write an introductory paragraph about your event.*

### 1.0 Management and Planning

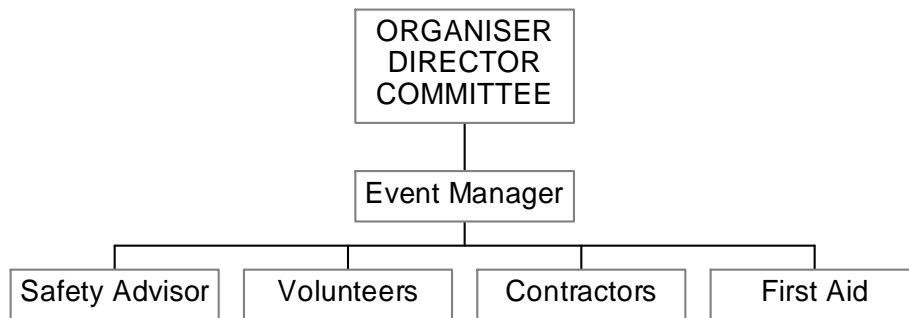
#### 1.1 Policy

1.1.1 Include a copy of your organisation's Health, Safety and Environmental Policies in Event Plan. Attach it as an [appendix](#) to this document.

1.1.2 Add any additional comments regarding your organisation's policy here.

#### 1.2 Organisational structure

Provide details of the organisation's management structure for the event, detailing who is responsible for what. This can be done as a list or in the form of an organisation chart.



Attach your organisation chart in the [appendices](#)

#### 1.3 Roles and responsibility

Give details of the duties and responsibilities assigned to each role in your organisation chart and the competences required to fulfil these roles. For example:

1.3.1 Event Manager

1.3.2 Secretary

1.3.3 Health and Safety Advisor

1.3.4 Head Steward

1.3.5 Event Security

1.3.6 First Aid

13.6 Technical

## **1.4 Coordination**

- 1.4.1 What arrangements have you made to talk to interested parties, such as Police, Fire & Rescue, Ambulance, Site Owner, Local Council, Residents?

## **1.5 Monitoring and review**

- 1.5.1 Whilst agencies such as Environmental Health or the Police will monitor your event, it is your responsibility to ensure that all relevant safety legislation is observed. Give details of your safety arrangements, including reviews before, during and after the event.

## **1.6 Information and training**

- 1.6.1 You must have competent, trained staff (or volunteers). How will you ensure that they are trained and briefed on their role and that they are properly supervised?

## **1.7 Event profile**

- 1.7.1 What is your proposed audience? (Age, club members etc.) Any rival supporters?
- 1.7.2 Detail the opening and closing times for the event.
- 1.7.3 Will alcohol be consumed at the event? If yes, provide details of the arrangements for the sale and control of its consumption.
- 1.7.4 Indoors or out or both?
- 1.7.5 Time of year and potential weather problems?

## **1.8 Risk assessment**

- 1.8.1 Include photographs of possible hazards.

"Five Steps to Risk Assessment" guidance leaflet is available from <http://www.hse.gov.uk/pubns/indg163.pdf>

- 1.8.2 What do you identify as risks to your event? If something goes wrong, your assessment will form part of your defence if you face legal proceedings.

List every work activity you need to carry out and assess the risks to the people doing the work or affected by it.

NB: Risk assessments are dynamic documents and must be regularly checked and updated. Any changes must be recorded, with details of what you are doing to make things safer.

## **1.9 Licensing (if relevant)**

1.9.1 Give details of the Premises Licence or Temporary Event Notice(s) (TENS) applied for and / or granted.

**1.10** Statement of Intent from Ribble Valley Borough Council's Safety Advisory Group.

The Statement of Intent is a record of the resources and commitment or involvement that any member agency of the Safety Advisory Group has made in respect of your event.

## **1.11 Insurance**

1.11.1 Give details of any insurance policy pertaining to your event.

## **2.0 Venue**

**2.1** Give the address and a location map of the venue. (A small sketch might well be sufficient, or a Google reference).

### **2.2 Access Routes**

2.2.1 Entry and Exit for:-

- a) the public / ticket holders etc.
- b) Delivery Vehicles
- c) Staff or Volunteers
- d) Emergency Vehicles

You should include marshalling arrangements, reversing, parking, unloading and / or lifting in this section.

### **2.3 Venue or Site Management**

2.3.1 Include site layout drawings and utility drawings

2.3.2 Management Structure

2.3.3 Policy & Procedures

2.3.4 Contact information

2.3.5 Coordination and liaison arrangements

2.3.6 What is the capacity of the venue? (to the nearest thousand)

2.3.7 What disabled facilities do you propose?



## **2.4 Toilet Facilities**

2.4.1 How many?

2.4.2 Who is providing them?

2.4.3 Where will they be sited?

2.4.4 Signs

2.4.5 Risk assessments

Where a contractor is employed to deliver this service, the contractor must provide the risk assessment and method statements. As the event organiser, you must ensure that the following have been provided:

- Venue/Site specific risk assessment and method statement for the installation, servicing and removal of temporary toilet facilities
- Chemical hazard and use risk assessment and method statement
- Biological hazard risk assessment and method statement

In addition, for portable toilets:

- Manual handling assessment

2.4.6 Servicing

2.4.7 Disposal of effluent

2.4.8 Environmental protection

## **2.5 Waste Management**

2.5.1 Details of waste transfer and disposal arrangements

2.5.2 Details of litter picking

2.5.3 On site collection and storage

2.5.4 Re-use and recycling of waste

## **3.0 Event set up and dismantling**

### **3.1 Programme of works**

### **3.2 Contracted services**

### **3.3 Due diligence**

Copies of contractors' Insurance, Risk Assessment and Method Statements must be obtained and included in the [appendices](#)

## **4.0 Event Specific Arrangements (if applicable)**

In this section insert the details of the arrangements you have made in respect of each subject. If you have additional subjects, add additional items. Include in this section, for example, maps, drawings guidance notes, training records, costs, quotes, letters, risk assessments and method statements

### **4.1 Car parking**

### **4.2 Crowd Management**

### **4.3 Stewarding**

### **4.4 Cash handling**

### **4.5 Security**

### **4.6 Stage barriers**

### **4.7 Pedestrian management barriers**

### **4.8 Stop & search barriers**

### **4.9 Sound systems**

### **4.10 PA announcements & the role of the DJ/MC**

### **4.11 Temporary structures**

### **4.12 Information point**

### **4.13 Welfare**

### **4.14 Protocols (Plans & Procedures)**

### **4.15 Food**

### **4.16 Alcohol**

### **4.17 Water**

#### 4.18 On site camping

### 5.0 Communication plan (Hierarchy of communications / Site communications / Radio)

## 6.0 Traffic management plan

## 7.0 Emergency planning

### 7.1 First-aid and Medical Emergencies

#### 7.1.1 First aid contractor

You must provide the First Aid Contractor with a copy of your Event Plan containing at the very least:

- Your risk assessment
- A plan of the venue
- A programme of events
- Details of any specific risks or activities.

You must include in this Event Plan, copies of the First Aid Contractor's:

- Certificates of competence for all first aiders employed for the event
- Their Public Liability Insurance
- Their Medical Risk Insurance

#### 7.1.2 First aid risk assessment

The First Aid Contractor must determine the first aid requirements for this event by undertaking First Aid Risk Assessment that takes into account all the information provided by the Event Organiser about the event. This First Aid Risk assessment is attached to the [appendices](#).

First Aid Plan.

A detailed First Aid Plan that contains details of Equipment, Resources and Staffing schedules is required.

#### 7.1.3 NHS notification

It is good practice to notify the nearest Accident and Emergency Hospital and the NHS Ambulance service that there is a large event taking place. This enables A&E & Ambulance Service Managers to ensure they have adequate resources in place if an incident were to happen.

#### 7.1.4 Command and control for First Aid and Medical Emergencies

#### 7.1.5 Communications for First Aid and medical emergencies

7.1.6 Location of First Aid facilities

7.1.7 Ambulance transfers

7.1.8 Accident & Emergency Hospital location

The nearest Accident and Emergency Hospital is:

The approximate travel distance and time from the venue is:

## **7.2 Fire and Emergency Evacuation plan**

7.2.1 Command and control

7.2.2 Fire prevention

7.2.3 Raising the Alarm

7.2.4 Fire fighting

7.2.5 Evacuation plan

7.2.6 Primary muster point

The main assembly point is located at

7.2.7 Secondary muster point

A secondary muster point may be required if advised by the Police that the incident is a disorder, security, terrorist or bomb threat. The location of the secondary muster point is subject to the circumstances of the incident and will usually involve police coordination. This secondary muster point usually features in the Major Incident Plan and it is likely that the incident will be managed in accordance with the Major Incident Plan.

7.2.8 Event specific fire risk assessment

This is attached to the [appendices](#) of this plan

7.2.9 Fire Station Location

## **8.0 Major Incident Plan & Civil Contingencies**

**8.1 Command and control**

**8.2 Emergency contact numbers**

8.3 Include the specific arrangements for the major incident plan, usually prepared by the Local Authority and Emergency Services in the [appendices](#)

## **9.0 Infrastructure**

### **9.1 Traffic management**

- 9.1.1 Traffic management Plan
- 9.1.2 Sign Schedule
- 9.1.3 Contractor's details
- 9.1.4 Authorisations for working on the highway
- 9.1.5 Permissions for advertising signs to be placed on or near the highway

### **9.2 Structures**

## **10.0 Electrical supply and distribution**

### **10.1 Design and power loads**

### **10.2 Power generation**

- 10.2.1 Fuel
- 10.2.2 Fire
- 10.2.3 Earthing
- 10.2.4 Isolation
- 10.2.5 Environmental protection

### **10.3 Mains supply**

### **10.4 Distribution**

### **10.5 Portable electrical equipment**

### **10.6 Inspection and testing**

### **10.7 Monitoring**

## **11.0 Sound, Noise and Vibration**

It is accepted that excessive noise causes hearing damage. However it is also accepted that part of the customer experience at music events is to be able to hear and feel the 'music'.

To this end and to ensure a balance is struck between these conflicting requirements, detail the arrangements that have been made to ensure that people working at the event are protected against the effects of excessive noise.

## **12.0 Special Effects**

### **12.1 Fireworks**

## **12.2 Smoke effects**

## **12.3 Stroboscopic lighting effects**

See <http://www.hse.gov.uk/explosives/fireworks/using.htm> and **HSE Guide HS (G) 123 - Working together on firework displays**

## **13.0 Contractors & Participants**

Provide details of contractors, performers, voluntary organisations and others involved in the event. Describe their roles and responsibilities; scope of their involvement. Attach as appendices and include any other relevant information. You must have copies of their site-specific risk assessments and method statements for the work they will be doing for you and copies of their insurance details in the event plan.

### **13.1 Principal contractor**

A principle contractor is a main contractor or organisation that you have appointed to oversee a large part of the work. In many respects the build up and break down of an event is like working on a construction site and many of the management and coordination principles found on a construction site apply.

### **13.2 Other contractors**

Contractors could be employed for many aspects of the event for example:

Marquees, Catering, Electricians, Toilets, Waste, Crowd control, Security, Communications, Temporary access, Fencing, First Aid etc.

## **14.0 Merchandising and Promotional Displays**

## **15.0 Induction & Briefings**

### **15.1 Fire and Emergency procedure**

### **15.2 Inductions**

### **15.3 Pre-event briefings**

### **15.4 Review meetings**

### **15.5 Post event de-brief**

## **16.0 Post Event Report and Review**

### **16.1 Date, time and venue**

- 16.2 The purpose of the review meeting is to jointly discuss and review the event with a view to continuous improvement. If the event is one that is to be repeated, the post event review is essential.
- 16.3 See the appendices for [the post event report notes](#).

## 17.0 Appendices



<b>Appendices</b>	<b>Doc Ref.</b>	<b>Document title</b> (with hyperlink)
<b>Appendix 1</b>		
Policy	DOC1	Your organisations Policy documents
Management	DOC2	Roles Responsibilities and delegation of duties
Organogram/Flow Chart	DOC3	A flow chart of your organisational structure
Accidents	DOC4	Your accident recording and reporting procedure
<b>Appendix 2</b>		
Event Program	DOC5	List, Table or Gantt Chart (Microsoft Project)
Schedule of works	DOC6	List, Table or Gantt Chart (Microsoft Project)
Communications	DOC7	Communication Plan
Emergencies	DOC8	Emergency plan
Major Incident	DOC9	Major Incident Plan
First Aid	DOC10	First Aid Plan
<b>Appendix 3</b>		
Blank RA form	RA	Blank risk assessment form
General RA	RA1	
Event specific RA	RA2	
Event specific RA	RA3	
Event specific RA	RA4	
Event specific RA	RA5	
Event specific RA	RA6	
Event specific RA	RA7	
Event specific RA	RA8	
Event specific RA	RA9	
Fire RA	RA10	
First Aid RA	RA11	
Activity RA	RA12	
Noise RA	RA13	
Activity RA	RA14	
Activity RA	RA15	
Photos of risks	RA16	
<b>Appendix 4</b>		
Principal Contractor	MS1	
Sub-Contractor	MS2	
Sub-Contractor	MS3	
Sub-Contractor	MS4	
Sub-Contractor	MS5	
Sub-Contractor	MS6	
Sub-Contractor	MS7	
Sub-Contractor	MS8	

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<b>Appendix 5</b>		
Guidance 1	G1	Reference documents
Guidance 2	G2	
Guidance 3	G3	
Guidance 4	G4	
Guidance 5	G5	
Guidance 6	G6	
Guidance 7	G7	
Guidance 8	G8	
Guidance 9	G9	
Guidance 10	G10	
<b>Appendix 6</b>		
Qualifications	CV 1	CVs, Training, competence and qualifications for key roles
Qualifications	CV 2	
<b>Appendix 7</b>		
Notes	N1	
Notes	N2	
Correspondence	L1	
Correspondence	L2	
<b>Appendix 8</b>		
Incident Form	F1	<a href="#">Incident and accident investigation form</a>
Minutes	F2	<a href="#">Minutes of meetings</a> Template
Competency	F3	<a href="#">Contractors competency questionnaire</a>
Briefings	F4	Briefing Template
Induction	F5	Induction Template

## 18.0 Safety Advisory Group Assessment Criteria

Your Event Safety Plan will be judged against some or all of the points below. Please read them all and select the ones which a reasonable person would accept as being relevant. Feel free to disregard those which do not apply.

1. Does this event fall into the category of a 'large event' and require a full Event Safety Management Plan as described in the Event Safety Guide HSG 195 and consultation with Ribble Valley Borough Council's Safety Advisory Group?
2. Has the event organiser carried out and recorded the findings of their risk assessment for the event?
3. Are the levels of indemnity provided by the event organisers' insurance sufficient?
4. Is there a suitable and sufficient fire risk assessment?
5. Are there any licensable activities at the event?
6. Are the event organisers' insurances valid for the dates of the event and do they have sufficient levels of indemnity?
7. Does the event organiser have a written health & safety policy, which is signed and dated within the last 12 months?
8. Are there clearly defined and delegated roles and responsibilities for the implementation of the organisations' safety, health and environmental policy?
9. Are there any special or extraordinary risks associated with any phase of the event?
10. Does the Event Organiser have a health and safety advisor or appointed health and safety consultant advising them?
11. Does the event organiser have a procedure in place to ensure that all matters relating to safety, health and environmental issues are properly communicated to and understood by employees, volunteers, contractors and others involved in the event?
12. Does the event organiser have systems and procedures in place to ensure cooperation between employees, volunteers, contractors and others involved in the event?
13. Does the general risk assessment undertaken by the event organiser assess the suitability of the venue or site and its location for the type of event proposed?
14. Does this risk assessment consider on-site and off site risks?
15. Has the event organiser been provided with risk assessments, method statements and the public and employers' liability insurance documents from all contractors involved in the event?

16. For all temporary structures erected for the event, does the event organiser have copies of risk assessments and method statements from their contractors and suppliers?
17. Have these special or extraordinary risks been assessed, and adequate arrangements made for their proper control?
18. Do the toilet and welfare arrangements cater for disabled people and baby-changing?
19. Are the arrangements made for the safety and security of persons handling and transporting cash adequate?
20. Are there arrangements in place to prevent crowd crushes and crowd surges?
21. Are toilets located in a position that facilitates servicing and cleaning without the need for vehicles to move in crowds?
22. What servicing and maintenance provision has been made for toilets?
23. Does the Event Organiser have clear rules about the use of portable electrical appliances or generators?
24. Does the event organiser have copies of the food hygiene certificates and insurances for all catering providers?
25. If it is intended to hold a firework display, has a competent contractor or person provided details of insurance, risk assessment and safety plan in accordance with HSG 123?
26. Has the Event Organiser got clear rules about the movement of vehicles on the event site whilst the event is open to and occupied by the public?
27. Has the event organiser provided all contractors with a copy of their risk assessment, site rules, site plan and an agreed schedule of works?
28. Has the event organiser undertaken a suitable and sufficient general risk assessment for the event?
29. How has the number of toilets and other welfare facility requirements been determined?
30. How has the number of stewards required been determined?
31. How was the occupant capacity determined?
32. Does the event organiser have arrangements in place to prevent the event exceeding its occupant capacity?
33. Has the Event Organiser got clear arrangements in place to manage car parking?
34. Is there a clearly defined organisational and management structure for the team running the event?

35. Is there a plan and sequence of works for the setting up and breakdown phases of the event?
36. Is there a schedule of works for each phase of the event, build up, event and break down?
37. Is there a system and procedure in place to audit the event organiser's Event Safety Management Plan to ensure that it is effective and to identify improvements?
38. What are the arrangements for entry gates into the event?
39. What are the arrangements for two-way radio communications?
40. What are the arrangements for waste collection and disposal?
41. What arrangements have been made for a supply of clean drinking water?
42. What arrangements have been made for entry to the event to prevent long queues and disruption of the highway?
43. What systems and procedures are in place to monitor health and safety compliance and performance by contractors and the event staff?
44. Has the Event Organiser made arrangements for health and safety performance be monitored and reviewed?
45. Who is responsible for setting and firing the firework display?
46. Who is the waste disposal contractor?
47. Does the Event Organiser have clear arrangements for the management and monitoring of over night on-site camping?
48. Electrical installation work, tests and inspections, distribution: Give details of risk assessment, inspection and certification.
49. Does the Event Organiser have clear rules about the setting and use of open fires and barbeques?
50. Does the Event Organiser have clear rules about the use and storage of Liquid Propane or Butane Gases
51. Has the Event Organiser consulted with Fire and Rescue service?
52. Has the Event Organiser determined that all marquees and made up textiles used in marquees at the event are fire retardant?
53. Has the Event Organiser got a safety plan for the firework display that meets the minimum requirements set out in HSG 123?
54. How has the number of emergency exits required for each structure been calculated?
55. Is the number of exits suitable for the structure and occupant capacity?

56. Is there a plan of the venue and structures showing the location of emergency exits, signage and fire fighting equipment?
57. Is there a suitable and sufficient Fire Plan that is adequately resourced for the event?
58. In the event of a fire, what arrangements for raising the alarm?
59. Has the fire risk assessment been carried out by a competent person?
60. Does the Event Safety Management Plan meet the requirements of the four licensing objectives as stated in the Licensing Act 2003?
61. Does the Event Safety Management Plan contain suitable arrangements to satisfy the requirements of the Premises Licence or TEN application?
62. Has a premises licence been applied for?
63. Has a Temporary Event Notice been applied for?
64. If there any licensable area or structure with a TEN capable of holding more than 499 people how will the numbers in this area be effectively controlled?
65. If there will be the sale of alcohol, has this been licensed?
66. Is there adequate insurance indemnity for the firework element of the event?
67. Where individual TENs have been applied for, is there any licensable area or structure with a TEN capable of holding more than 499 people?
68. Are the qualifications of the staff providing first aid and medical expertise suitable and sufficient?
69. Does the first aid contractor have suitable and adequate medical insurance cover?
70. Has a helicopter landing area been identified? Has a helicopter landing procedure been included in the emergency plan?
71. Has the First Aid provider been provided with a copy of the event risk assessment?
72. Has the First aid provider presented the event organiser with a first aid plan for the event?
73. Has the NHS and Ambulance Service been consulted?
74. How has the first aid and medical resource required for the event been calculated?
75. What arrangements have been made for first aid at the event?
76. Are there event staff with CRB checked status to deal with lost children? Does the plan provide suitable arrangements for dealing with lost children?

77. Are there sufficient competent stewards and SIA licensed staff to effectively manage all aspects of crowd safety?
78. Are there sufficient numbers of stewards to ensure adequate rest breaks and duty changes without reducing the numbers of stewards on duty?
79. Does the event have a clear admissions and ticket policy?
80. Does this event affect the public highway?
81. Has the access to and from the parking areas been included in the traffic management plan?
82. Have adequate arrangements been made for the safe deposit and security of cash?
83. How many SIA accredited security stewards will be employed at the event?
84. How will ticket forgery and overselling be prevented?
85. How will you protect these emergency access routes against indiscriminate parking?
86. Is there a suitable traffic management plan contained within the Event Safety Management Plan?
87. What arrangements have been made to control the number of people attending the event?
88. What contingency arrangements have you made to cope with excess numbers of visitors arriving?
89. Has a competent Traffic Management Company been employed to set up, maintain and remove the traffic management for the event?
90. Has the Traffic Management Plan been authorised and approved by the Highway Authority?
91. Has a competent person designed the Traffic Management Plan?
92. Will the Traffic management Plan require active Police involvement?
93. If the event has an impact on any motorway network or primary traffic route, have the Highways Agency and relevant Highway Authority been consulted?
94. If the event has an impact on any railway network or crossing, has the Railway Authority been consulted?
95. Are there clearly defined emergency access routes and rendezvous points for the event?
96. Are there contingency plans in place for failure of the two-way radio communication system?
97. Does the Event Organiser need to meet formally with the Ribble Valley Borough Council Safety Advisory Group?

98. Does the Event Safety Management Plan contain a layout plan of the site?
99. Does the Event Safety Management Plan contain a programme for the event?
100. Does the Event Safety Management Plan contain a suitable Transport Plan?
101. Does the Event Safety Management Plan contain details of the expected or known audience profile likely to attend the event?
102. Does the Major Incident Plan clearly delegate responsibility for the implementation of the Major Incident Plan?
103. Does this event need special arrangements for public transport?
104. If the Safety Advisory Group has made a Statement of Intent has it been included in the Event Safety Management Plan?
105. Has a suitable area been identified at the event for drop off and pick up points for public transport?
106. Has the Event Organiser appointed someone responsible for dealing with media enquiries?
107. Has the Event Organiser got wet weather contingency plans contained within the Event Safety Management Plan?
108. Has the event organiser held planning meetings with the Ribble Valley Borough Council Safety Advisory Group including all interested parties, police, fire and rescue, ambulance, local authority etc?
109. Has the Major Incident Plan been validated by the Safety Advisory Group?
110. Have all the emergency services been consulted and informed about the access routes and rendezvous points?
111. Have the Police and Highways Authority been consulted on the suitability and sufficiency of the Traffic Management Plan?
112. How has the number of parking spaces been calculated?
113. Are the admissions and ticket policy detailed in the Event Safety Management Plan?
114. Is there a communication plan within the Event Safety Management Plan that clearly sets out the policy and procedures for effective communication throughout all phases of the event?
115. Is there a Major Incident Plan contained within the Event Safety Management Plan?
116. Is there an agreed media policy?
117. Is there an Event Safety Management Plan for this event?



118. Is there an Ordnance Survey map showing the geographical location of the event site?
119. Is there sufficient numbers of stewards for the size and duration of the event?
120. Is there sufficient parking for vehicles associated with the event itself?
121. What arrangements have been made for people with special needs including access and car parking?
122. What is the maximum occupant capacity of the venue for this event?
123. What is the waste contractor's waste transfer licence number?
124. Has a Major Incident Plan been prepared?
125. Do the people involved in the preparation and implementation of the Event Safety Management Plan have the mixture and balance of knowledge, experience, skills and, if relevant, qualifications to do their work safely and without risks to health?
126. Does the Event Safety Management Plan have a drugs and alcohol policy for the event?
127. Where recorded or live music is featured at the event or any activity that will create potential nuisance noise, has the Event Organiser arrangements in place for the monitoring and control of the noise?
128. Has the Event Organiser carried out a noise risk assessment for those people working at the event and are there clear arrangements in place to protect them from exposure to excessive noise?
129. Has the Event Organiser made clear arrangements for the prevention of pollution, and emergency arrangements to control pollution arising from the event?
130. If there are pressure systems in use at the event, such as steam engines, has the Event Organiser received copies of the certificates of thorough inspection and tests and insurance documents?
131. If there are lifting operations taking place at the event, has the Event Organiser received copies of the lift plans, certificates of thorough examinations of lifting equipment and insurance documents?
132. Have the premises or land been granted planning permission for the proposed event?
133. Has the use of land or premises exceeded the permitted number of events allowable under planning legislation?
134. Is there reason to object to this event on planning grounds?