

# Runnymede Borough Council

## Event Planning Guidance

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## Contents

Introduction .....	4
Where to Obtain Guidance.....	4
Legislation That May be Applicable to Your Event .....	4
Pre-Planning .....	5
Responsibilities .....	5
Health and Safety .....	6
Risk Assessment .....	6
Fire Safety and Fire Risk Assessment .....	6
Event Management Plan.....	6
Working at Height .....	7
Construction Design and Management ( CDM ) and Temporary Demountable Structures .....	7
Electrical Safety .....	7
Hazardous Substances .....	7
Obtaining Independent Health and Safety Advice .....	7
Safety Advisory Group ( SAG ) .....	7
Documents Required by SAG .....	8
Emergencies .....	9
First Aid Provision and Plan .....	9
Extreme Weather .....	9
Terrorism .....	9
Contingency Plan.....	10
Curtaiment .....	10
Insurance .....	10
Public Liability Insurance.....	10
Employer’s Liability Insurance.....	11
Motor Insurance .....	11
Safeguarding .....	11
Lost or Found Children and Vulnerable People.....	11
Contractors .....	12
Attractions.....	12
Funfairs and Fairground Rides.....	12
Inflatables and Bouncy Castles .....	13

Fireworks .....	14
Performers .....	14
Other Participants .....	14
Licensing.....	15
Stewarding and Security .....	15
Crowd Safety .....	16
Toilets .....	16
Litter, Refuse and Waste.....	16
Noise .....	16
Catering .....	16
Transport/Traffic Management.....	17
On-site Traffic .....	17
Off-site Traffic .....	17
Surrey County Council guidance on Community Safety Accreditation Scheme ( CSAS ) Marshals .....	17
Site Layout.....	18
Final Preparations.....	19
After the Event .....	20
Breakdown/De-rigging.....	20
Site Condition .....	20
Accidents .....	20
De-brief.....	20
Event Planning Checklist .....	20

## Introduction

This guidance has been designed to provide information to organisations wishing to arrange an event at a Council owned venue. It can be used for all events regardless of size; however some parts may not be relevant for smaller events. The guide gives general advice that should be used when arranging any type of event. However, it must be remembered that events can be extremely diverse, ranging from a small community fete to a large outdoor carnival and therefore this guidance cannot be considered exhaustive. It is likely that additional guidance will be required for specialist events and larger scale activities.

## Where to Obtain Guidance

The information in this document is for guidance only. There may be activities/risks at your event not mentioned here.

Information about event safety can be found free of charge on the [HSE website](#).

The Purple Guide has been written by The Events Industry Forum in consultation with the events industry. Its aim is to help those event organisers who are dutyholders to manage health and safety. The [Purple Guide](#) is available for an annual subscription of £25 plus VAT. There is also the [Purple Guide Lite](#).

For events with more complex health and safety issues, it may be appropriate to engage a competent Health and Safety advisor to oversee this aspect of the event. They should be qualified in health and safety practices, so check they have the appropriate level of training. Numerous courses and qualifications are available, from organisations including the National Examination Board in Occupational Safety and Health (NEBOSH), the Institution of Occupational Safety and Health (IOSH) and others. See the [HSE website](#).

## Legislation That May be Applicable to Your Event

It is the organiser's responsibility to establish what legislation applies to your event. The following legislation may or may not be applicable to your event:

- Health and Safety at Work Act 1974 – S3
- Management of Health and Safety at Work Regulations 1999
- Occupiers Liability Acts 1957 and 1984
- The Health and Safety (First-Aid) Regulations 1981
- Human Rights Act 1998 (2000) Article 2
- Licensing Act 2003 (with amendments 2010)
- Private Security Industry Act 2001
- Regulatory Reform (Fire Safety Order) 2005
- Equalities Act 2010
- Corporate Manslaughter and Corporate Homicide Act 2007

This list is not exhaustive.

Past experience of running an event for many years does not necessarily mean the event has been delivered safely, so event organisers should ensure they keep up to date with relevant legislation and the Protect Duty.

## Pre-Planning

Detailed planning is essential to ensure the event is successful, so you should set out a timescale giving yourself as much time as possible to organise. Depending on the size of the event, this may need to begin up to a year or more in advance. To begin with the following need to be considered:

- **Establishing a committee.** One person should be identified as the overall event manager with responsibility for overseeing all aspects of the event's delivery. In addition, it may be necessary to identify specific roles required to deliver the event and assign responsibility for each to other members of an organising committee. For example, one person with suitable experience, might be given overall responsibility for health and safety, whilst another coordination and supervision of stewards/volunteers.
- **What.** Decide on the type of activities to be held. Will there be any specific hazards such as fireworks or animals. If possible also try to establish the size of the proposed event and whether or not an entrance fee will be charged.
- **Who.** Identify the aims of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.
- **Where.** Make sure the venue you have chosen is suitable for the proposed event and activities. The size of the venue, existing hazards and ease of access are examples of initial factors to consider. It may be a good idea to arrange a site visit to assess these.
- **When.** Consider the time of year, day of the week and time that the event will take place. The availability of the venue will need to be checked with the Council and extra provisions may need to be put in place as a result e.g., you will probably need to arrange lighting for an evening event. Check that the event will not clash with any other major events taking place in the area.

## Responsibilities

As event Organiser, you will have prime responsibility for the health and safety of:

- your workers and volunteers
- members of the public (your audience / the crowd)
- contractors working for you at the event

You are responsible for ensuring that overall safety at the event is maintained so that as far as reasonably practicable, people setting up, breaking down and attending the event are not exposed to risks to their health and safety.

These duties will include:

- having health and safety arrangements in place to control risks
- ensuring co-operation and proper co-ordination of work activities
- providing your employees and others with relevant information on any risks to their health and safety
- ensuring the competence of staff to undertake their role safely
- monitoring health and safety compliance
- reviewing your health and safety arrangements

Further information is available on [the HSE website](#).

## Health and Safety

Event organisers have a legal responsibility to ensure the health, safety and welfare of employees, volunteers or contractors involved in arranging the event and the public and participants attending.

You must take all reasonable precautions to ensure the event takes place safely and in compliance with the relevant safety standards. The following aspects of health and safety legislation may need to be considered, however additional legislation may also require attention, depending on the nature of the event. All details should be recorded in risk assessments and/or the event management plan.

### Risk Assessment

You will need to establish all the potential hazards and evaluate the risks associated with the event and take appropriate remedial action to reduce these to an acceptable level. This information should be formally recorded and reviewed as part of a written risk assessment.

Where the event consists of more than one attraction e.g. a summer fete, a risk assessment may be required for each activity. Any contractors, businesses, charities, exhibitor's, caterers or other organisations involved in the event should also carry out their own risk assessments, which you should obtain copies of. Bear in mind, that some smaller organisations, particularly those employing less than 5 people may not have a written risk assessment as this is not required by law, however, you should still ask them for a written risk assessment to cover their activities.

We have prepared separate leaflets with guidance to assist you with undertaking your risk assessment and fire risk assessment. The information in these leaflets is for guidance only. There may be activities/risks at your event not mentioned in the leaflets. You should refer to the health and safety information for events which can be found free of charge on the [HSE website](#).

### Fire Safety and Fire Risk Assessment

Any event is likely to carry some element of fire risk, however minor. You will need to establish what these are and assign appropriate prevention and control measures, as well as evacuation routes and procedures should a fire break out. The Government published guide "[Fire safety risk assessment: Open air events and venues](#)" provides advice on fire safety at outdoor events, which is available free of charge. . We have provided a sperate document with guidance to help you undertake a fire risk assessment. Additional guidance, including example templates is available from the [National Fire Chiefs' Council](#) ( NFCC ) website.

### Event Management Plan

For smaller events a robust risk assessment will be adequate for informing all the health and safety aspects of the event. However larger events will also require an event management plan, to record and collaborate these arrangements in more detail. An event management plan may be updated multiple times in the build up to the event, as arrangements are finalised. However a final version should be agreed and circulated to all those involved in organising the event before arriving on site. [Guidance](#) and a sample [event management plan template](#) is available on our website if you wish to use it; you may need to amend it so that it reflects your specific event. You are not obliged to use this template and may use your own template.

## Working at Height

Where possible work at height should be avoided, however if not then the Work at Height Regulations (2005) will apply. Any person working at height should be trained in how to do so safely and be issued with appropriate personal protective equipment (PPE) e.g. protective headwear. Other equipment such as scaffolding, mobile elevated work platforms (MEWPs), ladders, ropes and harnesses should also be considered to allow safer working. All equipment should be safety compliant and operated by a trained person.

## Construction Design and Management ( CDM ) and Temporary Demountable Structures

The Construction (Design and Management) regulations 2015 apply to events that involve any element of construction and temporary structures e.g., staging, marquees, exhibition stands, AV or PA sound systems, so check the regulations to understand whether they apply to your event. It is important to note that the regulations only apply to the set-up and de-rig phases of an event and that structures will require inspection and sign-off before the event goes 'live'. The regulations define different roles in event delivery, so you should check your own responsibilities as the event organiser and ensure others are aware of theirs.

Useful guidance is available from the [HSE website](#). The Purple Guide has been written by The Events Industry Forum in consultation with the events industry. Its aim is to help those event organisers who are dutyholders to manage health and safety. The [Purple Guide](#) is available for an annual subscription of £25 plus VAT. There is also the [Purple Guide Lite](#).

## Electrical Safety

All portable electrical appliances should be PAT tested and a record kept, whilst hired equipment should come with a certificate of electrical safety. Generators may be required but should be distanced from public areas and be suitably fenced off to prevent public access. Cabling should be safely channelled to eliminate electrical and tripping hazards. BS 7909 provides best practice for temporary electrical installations. Emergency power requirements should also be considered as detailed by best practice in BS 5266-1.

## Hazardous Substances

If hazardous substances are required for the event, consider whether they are absolutely necessary and whether a safer alternative could be used. If they are required, the Control of Substances Hazardous to Health (COSHH) Regulations 2002 will apply and you should consider ways to limit a person's exposure including, but not limited to, issuing appropriate Personal Protective Equipment ( PPE ) . See the [HSE's website](#) for more information.

## Obtaining Independent Health and Safety Advice

For events with more complex health and safety issues, such as the above, it may be useful to hire an independent inspector, to oversee this aspect of the event. They should be qualified in health and safety practices, so check they have the appropriate level of training. Numerous courses and qualifications are available, from organisations including the National Examination Board in Occupational Safety and Health (NEBOSH), the Institution of Occupational Safety and Health (IOSH) and others.

## Safety Advisory Group ( SAG )

Safety Advisory Groups, or SAGs, exist to promote and improve safety at public events. The SAG is made up of representatives from:

- Runnymede Borough Council

- Surrey Police
- Surrey Fire and Rescue Service
- South East Coast Ambulance Service
- Surrey County Council

and assesses the risk to public safety presented by the event.

Prior to larger events the Council may hold a SAG meeting to review the event plan and discuss specific health and safety arrangements. If your event needs to be discussed at a SAG, you will be notified and invited to attend. At the meeting, you will be asked to give a brief explanation of your event and the activities and attractions that you have arranged and then the various members of the SAG may ask you questions to find out more specific information.

## Documents Required by SAG

If you are invited to attend a SAG meeting, please provide us with the following documents **in advance of the meeting date:**

- Event management plan
- Risk assessment
- Fire risk assessment
- Site plan
- any other relevant documents

In addition to this, Surrey County Council Highways need:

- Parking plan
- List of closed roads ( please note if you require any road closures, you will have to apply to Surrey County Council in advance ) and diversion routes for closed roads
- Details of how road closures will be implemented and by whom ( give the name of the company who will be doing this )
- Signage – what signage will you be using, where will it be placed and when it will be erected ( so SCC know how much notice motorists will have )
- Traffic management plan

Surrey Police need to see that you have a procedure for lost and found children.

South East Coast Ambulance Service ( SECAMB ) need to see what your plans are regarding the provision of first aid

- if you are hiring a company to provide first aid, which company is it and what equipment will they be bringing, e.g., defibrillator, oxygen
- if you are using volunteers from your organisation, what first aid qualifications do they have, what equipment will they be bringing, what equipment will you/your organisation be supplying?

Please email the documents to [events@runnymede.gov.uk](mailto:events@runnymede.gov.uk) and also to [sag@runnymede.gov.uk](mailto:sag@runnymede.gov.uk)



## Emergencies

Local police, fire brigade and ambulance providers may formally advise on the event through a SAG meeting. Even if this is not the case, it is still important to notify the appropriate emergency services of the event, in case they need to attend an emergency. A formal plan should be established to deal with emergency situations. The complexity of this will depend upon the size and nature of the event itself. Things to consider include evacuation of the venue, liaison with emergency services and access routes for emergency vehicles.

### First Aid Provision and Plan

You must ensure adequate first aid cover is arranged for the duration of the event, including set-up and de-rig. Various levels of qualification are available, therefore the size of the event, nature of the workforce and potential risks are all factors to consider. At smaller events, designated first aiders ( persons with the Emergency First Aid at Work or First Aid at Work qualification ) will be sufficient, whereas larger events may require specialist cover from organisations such as the Red Cross, St John Ambulance or a commercial first aid provider.

You should not rely on the local NHS ambulance provider being able to attend when planning first aid provision, likewise with the police and fire services.

You should write a first aid/medical plan. If you are hiring an external first aid provider, you should see a copy of their plan in advance of the event. Make sure they know where the local hospitals are, and which hospitals have particular specialisms, eg for cardiac events.

If you use an external first aid provider, check that what they will be providing is what you are expecting. For example, if you require an ambulance, make sure they are supplying an ambulance that is capable of transporting a patient to hospital, as opposed to a mobile treatment unit that cannot transport patients. Are they insured to transport patients? Establish if they have authority to use blue lights. Will they have sufficient personnel for one person to be in the ambulance with the patient whilst another is driving? If the provider is registered with the Care Quality Commission ( CQC ), check the [CQC website](#) to see if they are authorised to provide patient transfer.

### Extreme Weather

Make a plan for what you will do in the event of extreme weather, eg lightning, flooding or very strong wind. PLASA is an international membership body for the event and entertainment industry, and have produced a free document called "[Lightning Guidance for Outdoor Events](#)."

### Terrorism

As part of organising your event it's important to consider security. The proposed Protect Duty or "[Martyn's Law](#)" has not yet been passed as legislation, but it is likely that new laws will create legal requirement for event organisers in relation to reducing the risk to the public from terrorism. The [Protect UK website](#) has further information.

To help event organisers, the National Counter Terrorism Security Office have issued [guidance on increasing the protection of crowded places from a terrorist attack](#).

You are strongly encouraged to undertake the 45 minute free ACT ( Action Counters Terrorism ) [online training](#) to learn about the best practices to help counter terrorism and increase your security awareness.

## Contingency Plan

In certain circumstances it may be necessary to cancel all or part of the event. Consider what these might be e.g., extreme weather, heightened terror threat or contractors dropping out and the implications. In some scenarios contingency planning will make it easier to put in place alternative arrangements at short notice.

## Curtailment

A curtailment plan will help to set-out the decision-making process and actions to be taken in the event that cancellation is necessary. Some of the key things to consider in such circumstances are who makes the decision, when is it made and how are the public attending the event informed of this.

## Insurance

### Public Liability Insurance

The Council requires **all** event organisers, contractors, performers, exhibitors, caterers and any other organisation operating in some capacity as part of the event, to hold **public liability insurance with a minimum limit of indemnity of £5 million**. You will need to submit satisfactory documentary evidence of this to the Council in advance of the event.

Runnymede Borough Council will NOT accept an insurance Schedule alone; only an Insurance Policy Certificate or a 'Dear Sirs/To Whom It May Concern' Confirmation letter which includes the details below is acceptable.

- Your name or the name of your organisation
- Must state PUBLIC liability (not Employers or otherwise) for minimum £5 million cover

A Confirmation Letter or Policy Certificate is an official letter or document of an agreement that has been arranged between the two parties for the type of cover required.

It will always include the details of the insurer and the insured policy reference, with a policy expiry date *after* the event date and details of the cover type and breakdown with significant information, such as exemptions and clauses.

A confirmation letter must be signed and dated on letter headed paper. We will not accept any of the following as proof of insurance:

- Policy Schedule
- Policy Wording and Summary
- Statement of Fact
- Terms and Conditions
- Invoice and / or Receipt
- Insurance Application and / or Quote

You and all participants should inform your insurance companies that the event is taking place. You should check insurance policies to ensure **all** your planned activities are covered. For example, use of inflatables (e.g., bouncy castles) is often not included in standard policies. Depending upon the nature of your organisation and the proposed event, other insurances may also be required.

If a performer or participant does not have their own Public Liability insurance, do not assume that they will be covered by your ( the organiser's ) insurance policy – contact your insurers to clarify the situation.

## Employer's Liability Insurance

With certain exceptions, any business or charity with employees is required by law to have employer's liability insurance. As an event organiser it is recommended that you check that contractors, stallholders etc. have this in place.

## Motor Insurance

All vehicles entering the event site must have valid motor insurance and you must keep a copy of the Motor Insurance Certificate for each vehicle. Whilst the driver of the vehicle might be doing so in connection with their business, most Public Liability Insurance policies specifically exclude claims arising from the use of motor vehicles, even if the vehicle was stationary at the time of the incident, thus you must obtain a copy of the Motor Insurance Certificate for each vehicle regardless of whether or not the driver/owner has provided you with proof of their Public Liability insurance.

## Safeguarding

Consider what safeguarding issues may arise at the event e.g., will children or other vulnerable groups be involved and put in place appropriate measures to mitigate these. Your organisation may already have safeguarding policies and procedures in place; however these may need adapting for the event and details included in the risk assessment/event management plan. For larger events, or those with more complex safeguarding issues, someone on the organising team could be designated to take responsibility for overseeing this aspect of the event planning.

Think about if certain activities might require parent/guardian consent for children to take part, and how this will be obtained if so. Public visitors may also need informing if photography/filming (e.g. for promotional purposes) is planned to take place during the event. Those working directly with children should have the appropriate **Disclosure and Barring Service (DBS) checks** carried out. Depending on roles and responsibilities it may be appropriate for other members of event staff and contractors to also have a DBS check.

## Lost or Found Children and Vulnerable People

You must establish a formal process for dealing with lost or found children and other vulnerable people, and this must be communicated to stewards and event staff. It is good practice to set-up a 'lost child point' for coordinating this and to provide an area where children can be safely looked after until they are re-united with their parent/guardian. A procedure should also be in place for contacting the police if a child or parent/guardian is still missing at the end of the event.

Full details of any incidents should be recorded using a 'lost children form' and copies kept in case any further investigation is necessary.

An [example template](#) that you might wish to use for this purpose is available on the Council's website.

## Contractors

Contractors may include caterers, staging/lighting companies, toilet providers, security providers, first aid providers, fencing providers or fairground operators. All contractors should be vetted to ensure they are competent to undertake the tasks required of them and wherever possible personal references obtained. It may be necessary to draw up and ask them to sign a contract for the services they will be providing you.

Ask for copies of safety policies, method statements and risk assessments, and satisfy yourself that they will perform their tasks safely.

Provide contractors with a copy of the event plan if necessary and maintain regular communication with them prior to the event, to ensure they will work within your specified parameters. They will also need to be given a full safety induction when arriving on site.

Keep an up-to-date list of contractors and other organisations attending the event and use it to record when all their paperwork is received. We have prepared an example template that you might wish to use for this purpose.

## Attractions

Some activities will require specialist consideration and permission to be granted, examples are given below. It is advisable to seek guidance from the Council if you are unsure whether a particular activity is permitted. Remember to record details of these in the risk assessment and/or event management plan.

### Funfairs and Fairground Rides

The Council must be notified **at least 3 months in advance** if funfair rides are proposed as part of the event. As a minimum you will need to obtain copies of the following documentation and provide them to the Council:

- Public liability insurance with a minimum limit of indemnity of £10 million for each ride stall and device.
- Risk assessment for **each** ride, stall and device.
- **Amusement Devices Inspection Procedures Scheme (ADIPS)** or other relevant safety certification where necessary for all rides, stalls and devices.
- Inspection logbook for all rides, stalls and devices. It is also advisable to check the HSE website for any prohibition/improvement notices served against specific rides or operators or alternatively request a copy of their accident record.

You may also consider collecting further information from funfair operators, for example weights ( to ensure that the weight of the rides/vehicles does not damage underground pipes etc. ), dimensions ( to ensure they will be able to access the site and there is adequate space for the rides to operate safely ), the number of people allowed on a ride and details of the vehicles being brought on site. We have provided a template you may wish to use to record and keep track of these for each ride, stall or device.

Access to the venue for large vehicles will need considering, as will the siting of individual attractions to ensure they are a safe distance apart. Attractions should be inspected before opening and then daily if the event lasts more than one day. Ride operators/attendants will need to be suitably trained and you should request to see evidence of this.

Best practice on fairground operation is detailed in the HSE publication "Fairgrounds and amusement parks: Guidance on safe practice", which is available free of charge on the [HSE website](#).

## Inflatables and Bouncy Castles

The Council must be notified **at least 3 months in advance** if inflatables are proposed as part of the event. As a minimum you will need to obtain copies of the following documentation and provide them to the Council:

- Public liability insurance with a minimum limit of indemnity of £10 million for the supplier
- Risk assessment for **each** inflatable
- Safety certification for **each** inflatable ( see below )

The Health and Safety at Work Act 1974 (HASAWA) and subsequent regulations require all inflatable play equipment 'that is designed to be used by a member of the public for entertainment purposes either as a slide or for bouncing upon' to be tested by a competent person. As an owner or the person making an inflatable available for use, you are responsible for making sure the initial test **and** annual inspections have been carried out.

Safety advice for inflatables is available on the [HSE website](#).

HSE supports two industry inspection schemes for inflatables:

- [PIPA](#) ( Professional Inflatable Play Association )
- [ADiPs](#) ( Amusement Device Inspection Procedures Scheme )

You must ensure that all inflatable equipment has or other relevant safety certification in place and conforms to BS EN 14960, which is the only standard for design, manufacture and testing of inflatable play equipment. Most play inflatables will display either a numbered PIPA tag or an ADiPs Declaration of Operational Compliance ( DoC ) to show they comply with British Standard BS EN 14960.

You can use the PIPA and ADiPs websites to check safety tests have been carried out and to find out what to do if the equipment has no PIPA tag or ADiPs DoC. You may be risking people's safety if the inflatable doesn't have one of these.

- PIPA - you can check the inspection status of any tagged equipment by visiting the [PIPA website](#) and entering the tag or report number or scanning the QR code on the tag for instant access.
- ADiPs - To check whether a DoC is valid you should check against the record entered into the [database](#) using the DoC number, as it is the database entry which defines the DoC status. Care should be taken when relying on paper versions alone as they are not secure or controlled once provided to ride controllers and may still be in circulation if the database entry is amended, withdrawn or revoked. For this reason, a database check should always be performed.

You will be required to supply copies of these along with insurance and risk assessments for the devices to the Council.

The equipment should be inspected for safety before use and supervised by a responsible, trained person. Failing this, operating instructions obtained from the supplier and followed by a suitably responsible person is adequate.

Remember that weather conditions, in particular high winds may make it unsafe to use inflatables so this should be monitored using appropriate equipment, such as an anemometer at all times. Anemometers can be purchased from many retailers and can be bought for as little as £30. The [HSE's website](#) has guidance for setting up and operating inflatables.

The HSE publication HSG175 "Fairgrounds and amusement parks: Guidance on safe practice" is available free of charge on the [HSE's website](#).

In addition to the safety certification, you should check insurance policies to ensure the use of inflatables is covered by the policy, as inflatables are often not included in standard policies.

## Fireworks

Any firework displays must be low noise.

Fall out zones and spectator viewing areas should be defined, taking into account the nature of the venue and surrounding area. Specialist contractors should be hired to perform displays and consideration given to curtailment of a display in the event of extreme weather. The HSE have information about firework safety on their [website](#).

Guidance on firework displays has been produced by the Confederation of British Industry Explosives Interest Group (CBI EIG) has produced two publications, the Blue Firework Guide "[Working Together on Fireworks Displays](#)" aimed at professional firework display organisers and operators and the Red Firework Guide "[Giving Your Own Firework Display](#)" for non-professionals.

## Performers

All performers e.g., dancers, singers, musicians, should have their own insurance and risk assessments. Where amateur performers are being used, discuss your detailed requirements with them and ensure they will comply with your event plan. Consider whether staging and/or seating areas are required for performances and the health and safety implications of this.

## Other Participants

All participants who are not part of the organisation who are holding the event should have their own insurance and risk assessments. This includes, but is not limited to:

- Providers of equipment, staging, fencing, security, portable toilets etc.
- entertainment & rides
- bar & catering facilities
- businesses & exhibitors
- community group stallholders
- charities

## Licensing

The nature of the event will determine if any licences are needed, so check if any of the activities you have planned are requiring of these. For example, events of up to 500 people involving certain 5 licensable activities e.g. sale of alcohol or forms of regulated entertainment, require a **temporary events notice (TEN)**. Information about temporary event notices can be found on our [website](#).

Where raffle tickets are being sold in advance, a **lotteries licence** may be required, however if tickets are just being sold on the day this is not usually necessary.

The Gambling Commission website [How to run a lottery or fundraiser](#) contains useful information on all types of lotteries and will help you decide if you need a licence. If you think you do need a lottery licence please visit [Gambling – Runnymede Borough Council](#) for information and forms.

Please visit the [Council's website](#) for more information, including a full list of licensable activities and details of how to apply for a licence. Alternatively the Council's licensing team can be contacted at [licensing@runnymede.gov.uk](mailto:licensing@runnymede.gov.uk) for advice on more specific requirements. A fee of £21 ( as at November 2023 ) is payable and we would advise that you apply well in advance of the event.

Permission from the Council is also required for charitable collections to take place and a **street collection permit** will be issued for this. Please visit [our website](#) for more information on the regulations and to apply for a permit or alternatively contact our charity licensing team at [democratic.services@runnymede.gov.uk](mailto:democratic.services@runnymede.gov.uk)

## Stewarding and Security

Stewards should be fully briefed on all aspects of the event and given appropriate training and written instructions for the job required of them. This should include briefing on the government's 'Run, Hide, Tell' protocol to follow in the event of a terror attack. It is important that stewards can effectively communicate with each other and event control, mobile phones and/or radios are best for this. Stewards may require PPE such as hats, boots or high visibility clothing, whilst for evening events, they may need to be issued with torches. At all day events or events lasting several days, a staffing rota will be required to ensure appropriate rest breaks are taken. Consider allocating an area separated from the public for this.

Depending upon the nature of the event, additional security arrangements may be necessary, including arrangements for securing property overnight. You should consider hiring a suitable contractor to do this. Check that hired security is licensed by the Security Industry Authority (SIA).

It is important to be aware of the difference between paid staff and volunteers and the different levels of expectation placed upon each. Make this distinction clear and ensure both parties are aware of their roles and responsibilities. Both stewards and security staff should be easily identifiable to the public attending.

For security purposes, any cash collection should be planned to ensure it is kept to a minimum and regular deposits made to a secure area.

## Crowd Safety

The type of event and the numbers attending will determine the crowd control measures needed. For outdoor events a measure of 0.5 people per square metre of available space can be used to calculate the capacity of the venue. The numbers of people entering and exiting the event will need to be monitored to prevent overcrowding. Consideration should be given to the stewarding arrangements, the positioning of barriers and provision of a public address system. The [HSE website](#) has advice on managing crowds safely.

## Toilets

The nature of the event will dictate the extent of toilet facilities required. Some venues may have public toilets available for use, however you should check the opening hours and whether they fulfil your requirements based on the number of visitors expected. For larger events hire of additional facilities will likely be required. Remember that toilet facilities must be available for event staff and contractors to use during set-up and de-rig and will need regular checking and cleaning.

Also remember to include provision for disabled users when planning this aspect of the event.

## Litter, Refuse and Waste

Arrangements will need to be made for waste disposal and rubbish clearance both during and after the event. Additional bins may need to be provided and individuals designated specific responsibilities for emptying rubbish bins and litter picking.

The Council can arrange for waste and recycling bins to be delivered, emptied and removed. There is a charge for this service. Please contact [depot@runnymede.gov.uk](mailto:depot@runnymede.gov.uk) for more information.

## Noise

Some events will generate increased noise levels from PA systems, music etc. which will need managing appropriately to minimise disruption. Sound levels should be tested before and at regular intervals throughout the event to ensure they do not become excessive. You will need to consider when the event is scheduled to finish, especially if it extends later into the evening, and agree a finish time with the Council. It is also a good idea to inform local residents of the event beforehand if there will be loud noise, and particularly if it will cause disruption over several days.

Any firework displays will need to use low noise fireworks.

## Catering

Ensure any caterers have been registered by their local authority's Environmental Health department. It may also be useful to check food hygiene certification and food hygiene rating issued by the Food Standards Agency.

Catering stalls should be sensibly positioned away from activity areas, near to water supplies and with adequate space left between stalls to reduce the risk of fire spread. Portable gas supplies for cooking should be kept to a minimum in designated areas away from the



general public. Caterers using equipment to provide hot food **must** have a fire blanket or an appropriate fire extinguisher on their stall.

Catering providers using heat must undertake a fire risk assessment. A template for a fire risk assessment for food concessions can be obtained from the [Cambridgeshire Fire and Rescue website](#).

Information from our Environmental Health team regarding food hygiene at events can be found on our [website](#).

## Transport/Traffic Management

### On-site Traffic

Vehicles and other traffic will need to be carefully managed to ensure segregation from pedestrians. It may be necessary to only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Car parking facilities will be required at most events, so consider to what extent such facilities are required, where they will be situated and how they will be managed. Some venues will have existing car park provision, however additional areas may need to be provided to avoid visitors having to park in nearby streets or residential areas and causing further disruption.

Please note that you **cannot** charge the public for parking on Council land. To do so would require you having to register with the British Parking Association, publicise the charges and how you will enforce, amongst other things.

### Off-site Traffic

Larger events in particular may generate additional traffic in roads surrounding the venue. To minimise disruption, traffic control should be discussed with the police and adequate signage provided to direct people to the appropriate entrances. If you require road closures, signs on the highway, traffic diversions and/or the placement of cones, you must apply to Surrey County Council at least 12 weeks in advance. More information is on the [Surrey County Council website](#).

If the event is likely to generate lots of vehicle traffic, consider liaising with local public transport providers to see if they can provide additional services for visitors to the event, to reduce this.

## Surrey County Council guidance on Community Safety Accreditation Scheme ( CSAS ) Marshals

Many events on the highway (roadway) require a road closure to be put in place. Closures do not need to be installed by traffic management operatives from recognised traffic management companies but this is certainly the preference since staff are trained to work on the highway and be alert to the dangers of passing traffic. This means that effectively anyone can walk in to the road and place cones or barriers across the highway to prevent vehicle access. In many instances, volunteers or those untrained in traffic management may be able to staff a road closure. However, it is prudent that any such road closure is staffed in case there is a need to remove the closure urgently, perhaps for blue light vehicle access not necessarily relating to the event.

## **Community Safety Accreditation Scheme ( CSAS )**

In some instances, there is a requirement for the type of closure to be staffed by a CSAS accredited operative. CSAS stands for Community Safety Accreditation Scheme and, in Surrey, both the traffic management company and named members of its staff are approved individually by Surrey Police. CSAS accreditation is only available to Limited companies and, from a traffic marshalling perspective, this only includes traffic management companies. These Limited companies must be specifically authorised by each Chief Constable for the Police area that they wish to operate in. If the traffic management operatives are stopping and directing traffic, they must individually hold CSAS accreditation with Surrey Police.

Each individual event's requirement for traffic management is looked at on a case-by-case basis, to establish if accredited CSAS marshals are specifically required. For example, you do not have to be CSAS trained to close roads provided that you don't physically have to stop the traffic to get the signs and cones/barriers out. CSAS accredited operatives would be required to staff a closure where there is a need to stop and direct traffic or if there is a requirement to escort vehicles through a closed road section. There is no requirement to have CSAS accredited operatives on every road closure. Anyone staffing any form of road closure should be clear of the roadway, preferably on the pavement, and should not be involved in the stopping or directing of traffic. It may be possible to design out some of the necessity for traffic control. Of course, where traffic control is necessary/vital to the safety and smooth running of an event, then CSAS marshals will be required.

There are three companies currently CSAS accredited within Surrey

- CSP ( [www.gotocsp.com](http://www.gotocsp.com) )
- Topher ( [www.topherlimited.co.uk](http://www.topherlimited.co.uk) )
- RTS ( [www.roadtrafficsolutions.com](http://www.roadtrafficsolutions.com) )

all of which have a number of both CSAS and non CSAS accredited traffic management operatives. This means a CSAS accredited company could provide both types of operatives as necessary for an event. Continues overleaf Surrey County Council guidance on Community Safety Accreditation Scheme ( CSAS ) marshals

As indicated above, it is not possible nor practical for organisations, which are not traffic management companies, to apply for and go through the approval process to become CSAS accredited.

Surrey Police and Surrey County Council will always work with an event organiser in order to facilitate an event in a safe manner not only for the event participants/supporters and staff but also motorists in the same area. We will be able to offer guidance, where necessary, and hopefully find a workable solution.

As legislation evolves and the onus on event organisers also changes, it should be recognised that whilst events may have been delivered safely previously, this may need to be reconsidered on a regular basis with evidence of such reconsideration potentially provided – Martyn's Law ( "Protect" legislation ) and any other existing or new legislation refer.

Surrey County Council Highways can be contacted at [networkmanagement@surreycc.gov.uk](mailto:networkmanagement@surreycc.gov.uk)

## **Site Layout**

Draw out a site plan identifying the position of all the intended attractions, facilities and temporary structures. Liaise with the Council when planning the layout of the event to establish if there are any areas that need to be kept clear for a particular reason. You may

also find it useful to visit the venue yourself to take measurements and get an understanding of other restraints or hazards.

Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths. Consider whether barriers and or fencing will be required to protect the public against specific hazards. Obtain accurate measurements of all structures and activities, to understand the extent of the area needed, remembering to include any safety zones required for certain activities e.g. inflatables or fairground rides. Consider also, where visitors will queue if an attraction is particularly popular.

When planning site layout it is important to include an event control, as a central point to coordinate all administration and communication as the event progresses. For a smaller event this may simply be a gazebo with a table, whereas larger events may require a more complex set-up.

## Final Preparations

Immediately prior to the event going “live” a detailed safety inspection will need to be carried out. A walk through of the site should be carried out to identify any potential hazards and to check out communications are working. Depending on the length of the event you may want to carry out further inspections during the event. All defects should be noted, and remedial action taken. These checklists should be retained for future reference. The following should be checked:

- **Routes.** Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency routes.
- **Siting.** Make sure that all facilities, attractions and stalls are correctly sited as per your site plan. Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place. Check waste bins are in their correct locations.
- **Signage.** Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, information, lost children/vulnerable person points and other welfare facilities such as toilets and drinking water.
- **Vehicles.** Check that all contractors, performers and exhibitors’ vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.
- **Structures.** Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors as a record of this.
- **Barriers.** Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.
- **Stewards.** Make sure that all staff have arrived, been briefed and are in their correct location. Ensure all stewards are wearing the correct clothing for easy identification and have been issued with the appropriate communications device.
- **Lighting.** Check all lighting is working, including any emergency lighting.
- **Public information.** Make sure the public address system is working and can be heard in all areas.

## After the Event

### Breakdown/De-rigging

Arrangements for de-rigging the event should be detailed in the event management plan. De-rigging should not begin until after the scheduled end time, unless it is advertised that the event will finish early. As with set-up, vehicle and pedestrian movement on-site will need to be carefully managed to ensure safety is maintained. Remember to take into account that people may be tired after a long day working at the event.

### Site Condition

After the event, another inspection should be carried out to make sure nothing has been left on the site which could be hazardous to future users. This inspection should also identify any damage which may have been caused during the event. If any structures are left overnight, it must be ensured they are left in a safe condition and are safe from vandalism etc.

### Accidents

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, it is required by law that records are kept of incidents or occurrences causing death or serious injury. It is the duty of the event organiser to do this. It is good practice to make a note of all incidents and near misses, however minor, so they can be considered as part of future risk assessments. If an accident occurs, evidence should be gathered as soon as possible. This may include the details of witnesses and/or photographs. An accident form should be completed. We have prepared a basic [accident report form](#) that you might wish to use, and this can be downloaded from our website. you will also need to advise your insurance company of any accidents. Action must be taken to prevent any further incidents taking place during the event and in any future events you might hold.

### De-brief

It is useful for the organising team to have a full de-briefing meeting to review how the event went in the days/weeks afterwards. If the event is to run again in future, this is also an opportunity to discuss improvements that could be made.

A de-brief SAG meeting may also take place to review how the event ran from a safety point of view

## Event Planning Checklist

A sample [Event Planning Checklist](#) is available on our website if you feel it would be useful.

**For all information contained within this document contact:**

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The Civic Centre  
Station Road  
Addlestone  
Surrey KT15 2AH

Tel 01932 838383

email: [SAG@runnymede.gov.uk](mailto:SAG@runnymede.gov.uk) or [events@runnymede.gov](mailto:events@runnymede.gov)

[www.runnymede.gov.uk](http://www.runnymede.gov.uk)

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