**Event Safety Management Plan**

**<LOGO>**

**<Event Name>**

**< Date >**

**< Time >**

**< Event Address / Location (inc. postcode) >**

Event Organiser: <insert event organiser>

ESMP Author: <insert author’s name>

Tel: <insert contact number>

Email: <insert email address>

Date: <date of most recent update>

Version: <insert version number>

***Guidance for completing ESMP –*** *<red wording> indicates your input is required; the section should be completed in black ink. Some sections may not be applicable to your event. Where this is the case please indicate ‘not applicable’ in the section rather than leaving it blank or removing the section. Any red guidance text should be deleted once the plan is ready for circulation.*

*This contents page is automatic; once ESMP is complete press right click and ‘update entire table’.*

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# General Data Protection Regulation GDPR

GDPR regulates how personal data or information relating to all living individuals is handled. It is based around six legally enforceable principles that together provide a framework to ensure that all personal information is handled properly. All data controllers must abide by the data protection principles. Personal Data must be:

• Processed lawfully, fairly and in a transparent manner in relation to the data subject

• Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes

• Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed

• Accurate and, where necessary, kept up to date

• Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed

• Processed in a manner that ensures appropriate security of the personal data.

GDPR increases the level of financial penalty for a breach of any of these principles from a maximum of £500,000 under the DPA to €20 million. Both Data Controllers, and anyone using this data on their behalf, Data Processors, will now face these penalties

## 0.1 Data Controller

As an organiser of an event, you may collect personal details such as names, email address and telephone number from individuals and organisations involved in various aspects of your event and will then share these (via your event plan) with statutory bodies who are part of the Safety Advisory Group (SAG) for events. This makes you a Data Controller and therefore you have certain responsibilities relating to this information.

Data Controllers must identify all of the personal data that they process and determine:

• **Who the Data Controller is**

The event organiser

• **What the legal basis is for processing this data**

In the context of organising an event it would be in your legitimate interest of running a safe event to share the event management plan information

• **How long the information will be kept.**

Normally this would be for an agreed period after the completion of the event e.g. a minimum 6 years in accordance with Statute of Limitations unless required longer for any ongoing investigations or legal actions.

• **Who the information will be shared with**

The multi-agency SAG and your event planning team

• **Which of the 8 individual rights of the data subject apply**

• Right of access to see what information is held

• Right to rectification

• Right to erasure

• Right to restrict processing

• Right to data portability *Does not apply when legitimate interest is used*

• Right to object to processing

• Right not to be subject to a decision based on automated

processing

This information must be provided by the data controller in the form of a privacy notice (statement) to the person whose details you are collecting (data subject)

## 0.2 Data Processor

Organisations of the SAG will receive information from the data controller (via the event plan) who will determine the purpose the data can be used for. This will include.

• limitations on use of the information

• restrictions on sharing the information

• responsibilities when there is loss or theft of this information

## 0.3 Data Processing Notice

Data Controller (The Event Organiser)

Data Processors (Organisations of the SAG)

This event management plan, which will contain personal identifiable information, is provided by the data controller to members of the SAG so they can give safety advice to the event organisers and respond effectively if an emergency happens at the event.

This information will not be shared outside of the organisations represented at the County Safety Advisory Group and each Data Processor will store and manage the documents in line with data protection.

If any Data Processor becomes aware of a potential breach of this requirement, they will ensure that the Controller is notified with immediate effect.

Further information

Detailed information about the General Data Protection Regulation is available from the Information Commissioners Office, ICO, website at <https://ico.org.uk/>

# Section 1 – Planning and event management

## 1.1 Event location

<insert address including postcode>

## 1.2 Event description, activities, programme, and timings

<include type of event, attractions, displays, artists, fireworks, pyrotechnics etc>

## 1.3 Audience & attendance

<include audience profile, attendance numbers, admission restrictions, whether it’s a ticketed event>

## 1.4 Accident/ incident and near misses record of previous events

<complete the table below for the past 3 times the event has been held, if applicable>

|  |  |  |  |
| --- | --- | --- | --- |
|  | Reported by | Actions taken at the event | Post event actions |
| Accident |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Incident |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Near misses |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 1.5 Roles & responsibilities

<complete the table below, including all key roles which may include contractors or partners. Amend the table to as required and consider including hierarchical diagram to show command structures. The table includes some suggested roles. Dual roles are not recommended. Try to be clear if the planning team are on site on event day, or are just involved in pre-event planning>

|  |  |  |  |
| --- | --- | --- | --- |
| **KEY ROLES** | Responsibilities / competencies | Name | Contact details |
| Event Organiser |  |  |  |
| Event Manager |  |  |  |
| Medical Lead |  |  |  |
| Safeguarding Lead |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 1.6 Event Control Centre

< Details of where event management will operate from during the actual event. Plans and copies of emergency procedures, risk assessments etc. should be kept at this location. The event control should not double up as your First Aid point or lost/found children/vulnerable person point>

## 1.7 Licencing and Insurance

<Provide details of event licenses such as temporary event notice (TEN), street trading licences etc and whose public liability insurance (PLI) will cover the event. For details of what licences may be needed, contact your local council or check their website. >

# Section 2 - Venue and site design

## 2.1 Site plan

<Include a site map showing the location of structures, facilities and access/egress points – also RVP identified for emergency services should they be called (take advice from blue light services regarding this if necessary>

## 2.2 Access / egress

<Number and width of access and egress points and whether these are suitable for pedestrian or vehicle use and designated emergency services route in/out>

## 2.3 Access control

<Is the site open or fenced / gated entry / invite only / ticket only etc>

## 2.4 Site safety rules

<Details of any rules to be followed by event staff or the public e.g. no alcohol / no moving vehicles on site after a specified time / stewards in high visibility clothing etc>

## 2.5 Audience profile

<Details of the expected number and profile of the audience e.g. young people, family groups or elderly people and split of male/females. Is the audience transient or permanent whilst the event is taking place? What are the peak anticipated numbers of attendees and over what timeframe.

## 2.6 Capacity

<A ‘competent person’ must calculate the maximum capacity and evacuation capacity if it is not already known from the venue. Please state how you have reached your capacity figure, remembering to deduct space taken by event infrstructure. Indoor venues will usually have a capacity calculated for fire regulations but outdoor venues must also have one. It may be possible for a contracted security company to assist with this. [A competent person (hse.gov.uk)](https://www.hse.gov.uk/involvement/competentperson.htm)

A procedure will need to be in place for monitoring the number of people on site to ensure capacity is not exceeded. This may not mean counting everyone in and out but a procedure for monitoring the crowd and closing down access should it become overcrowded needs to be in place>

## 2.7 Duration

<Include start and end times of the event, including show set up and breakdown, especially if your event is over several days. Consider including a table to show this information easily>

## 2.8 Sanitary facilities

<Include details of toilets and baby changing provisions. The HSE Event Safety Guide / Purple Guide contains information on how to calculate the number of toilets required based on the expected number of people attending an event>

## 2.9 Waste management

<details of how the site will be cleared of rubbish during and following the event>

## 2.10 Electrical installations and lighting

<What electrical equipment will be used? Has it been PAT tested? Is an electrician on site to check all electrical installations? What power supply is available?>

## 2.11 Barriers

<Details of type and location of barriers on the event site. Proof of PLI and a risk assessment should be provided by the contractor providing the barriers to you the organiser>

## 2.12 Facilities for people with disabilities

<details on wheelchair accessibility, separate viewing areas and disabled toilets etc>

## 2.13 Structures

<Detail any temporary structures being used (e.g. stage, marquee) and proof of providers PLI and risk assessment (again seen by you). Council Building Control Department may be able to provide advice on what information you should expect from third party contractors>

<http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>

# Section 3 - Communication

## 3.1 Event staff communication

<Communication may be by radio, mobile phone or both. A briefing should be held prior to the event for all event staff to inform them of emergency procedures and methods of communication. If solely utilising mobile phones, consider checking signal strength at the event site and be mindful of using chat groups (such as WhatsApp) as notifications/messages may not be heard by stewards if the event is noisy. A contact list as below for inclusion in this document (or as an appendix to it) and ***delete radio callsign column if not using radios>***

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **Phone** | **Radio Callsign** |
| Event Manager | Fred Smith | 07123 456789 | Alpha 1/Name |
| Deputy event manager |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 3.2 Radio procedure

<If radios are to be used, a list of call signs and instructions for use should be provided to all event staff. Consider stickers onto radio handsets with incident codes or small laminated cards that could be handed to staff on worn on lanyards>

## 3.3 Incident codes

<Each emergency procedure should be linked to an incident code as messages given over the radio may be overheard by members of the public. Consider utilisingthe codes below or use your own simple wording system. Ensure all radio users are familiar with the list used>

|  |  |
| --- | --- |
| **Incident** | **Code** |
| Emergency Evacuation | **Red** |
| Fire | **Pink** |
| Suspicious Package/Object | **Yellow** |
| Medical Emergency | **Blue** |
| Antisocial Behaviour | **Orange** |
| Overcrowding | **Purple** |
| Lost Child/VA | **Green** |
| Found Child/VA | **White** |

## 3.4 Communication with the public

**Pre Event:** <What communication will you do with local residents/businesses that may be affected by your event taking place. Utilising social media is recommended>

**On Site:** <How will you inform the public about the location of facilities? This may include signage/site plan etc. In the event of an emergency how will you let people know? This may include PA system, loud hailer backup>

**Cancellation:** <how will you notify the public of a cancellation whether this is prior to the event or on the day i.e. social media messaging>

# Section 4 Food and drink

## 4.1 Food

<Provide details of food vendors on site. Food vendors will need to provide evidence of (PLI), hygiene certificates and risk assessments to you, the event organiser. The Council’s Environmental Health and Licencing Services will be able to provide up to date information about what is required and what restrictions are in place. Gas safety in catering outlets <http://www.hse.gov.uk/pubns/cais23.pdf>>

## 4.2 Water

<Particularly in hot weather, you should make provision for enough water to be available for the public to buy and enough free water for event staff and front of stage (if applicable)>

## 4.3 Alcohol

<If alcohol is to be allowed on site a licence may be required. If alcohol is banned, or there is a Public Space Protection Order on the land, a procedure may need to be in place to search people entering the venue or officers with the power to confiscate alcohol may be needed. If drinking is to be allowed this will have implications for stewarding and policing. An enclosed bar area may help to contain drinking. Consider a ‘challenge 21/challenge 25’ system in place at all bars. For any event considering licensable activities such as the supply of alcohol please contact the Licensing Department at your local council for further advice>

## 4.4 Drugs

<Consider whether your event is likely to attract recreational drug use (some music events) and how this will be managed>

# Section 5 Lost/found children and vulnerable adults (VA)

*See Appendix 1 for suggested Lost Child / Vulnerable Adults Form*

## 5.1 Procedure for lost and found children or VA

<A robust procedure should be in place to handle lost/found children and vulnerable adults. Make sure you differentiate between a ‘lost’ child/VA, where you have parent/guardian reporting to you and a ‘found’ child/VA where you need to locate parent/guardian. Found children/VA should always be supervised, ideally by DBS checked staff (Disclosure & Barring Service / formally known as CRB). Those charged with looking after found children/VA should not have another role (e.g. a found child put in the care of first aiders)>

<Depending on the size/nature/attendees at your event you could consider utilising paper wristbands to be distributed at the point of entry to parents/guardians who can then write a mobile contact number on the inside before attaching to their child/VA’s wrist>

## 5.2 Lost Child/VA

<Lost Child/VA – Consider a site ‘lock-down’ if a child is reported as missing and the amount of time (10-30 minutes depending on area) for you to search the site before calling the Police>

## 5.3 Found Child/VA

<Found Child/VA – Ensure you only use ‘sanitised’ PA announcements if a child is ‘found’ and get full description from anyone purporting to be the child/VA’s parent/guardian before reuniting them. Consider taking photo of child/VA with parent/guardian once reunited (on smart mobile phone?) and that any image will be deleted after 24 hours. The parent/guardian should be offered the chance to attend and see this deleted if they wish. It’s unlikely any genuine parent/guardian will object if you explain this is being done as part of your safeguarding policy for children and vulnerable adults at your event>

# Section 6 Traffic management

## 6.1 Access to the event site

Include the following

* How will the event be serviced and how will visitors get to the event both pedestrian and by vehicle
* How will access and egress be provided to and within the event site?
* What provision will be needed/supplied for emergency vehicles?
* How are you managing site traffic/ exhibitor’s traffic on site?

<It is best practice not to use hazard lights when driving on site. As this prevents people knowing what direction you are turning and can cause confusion and lead to dangerous situations>

## 6.2 Parking spaces

<Include how many vehicle spaces and disabled parking spaces. Explain the type of parking (i.e. hard standing or grass / on or offsite parking / street parking etc). If you’ve pre sold tickets what contingencies do you have in the event of heavy rain prior to your event if you have non hard standing parking?>

## 6.3 Management of parking

<Will there be any tickets or payment? If tickets are checked whilst people are inside their vehicles ensure this is sufficient distance from the highway to ensure queuing does not tail back onto it, preferably check any tickets when the visitors are on foot to avoid the issue entirely. Staff briefings should include that staff / volunteers should not stand in the highway and direct traffic>

## 6.4 Traffic control and signs

<Will signs be needed on the highway to direct traffic? Will traffic need to be controlled to access or exit the event site? If the event is taking place on the highway will signs be needed to direct attendees

How will non-event traffic be managed?

If any signs or traffic management is required on the highway the details must be approved by Nottinghamshire County Council Highways (Via). The event organiser will be responsible for organising the equipment required and a suitably ‘competent person’ to put these in place. You may need to engage a traffic management company to do this. It is the event organisers responsibility for ensuring all signage relating to the event is removed promptly at the conclusion of the event

Register an Event

[Inform us about an event on or affecting a public road | Nottinghamshire County Council](https://www.nottinghamshire.gov.uk/transport/licences-permits/events-public-roads)

Temporary activities in the highway

[Temporary activities in the highway | Nottinghamshire County Council](https://www.nottinghamshire.gov.uk/transport/licences-permits/temporary-activities)

## 6.5 Road closures and traffic restrictions

<If your event requires road closures or other traffic restrictions an application will need to be made to Nottinghamshire County Council Highways Department **at least three months** before the event date. There may be a charge>

# Section 7 Health and safety

## 7.1 Risk assessment

<A full risk assessment for the event should be completed and attached as an appendix. Consider a separate fire risk assessment if applicable. Practical help with risk assessments can be found online at [**www.hse.gov.uk/risk/fivesteps.htm**](http://www.hse.gov.uk/risk/fivesteps.htm)**>**

## 7.2 Fire risk assessment

<A standalone full fire risk assessment for the event should be completed and attached as an appendix. There is a simple 5 step process to follow within the government guidance, which can be found online using this link -  [**Fire safety risk assessment: open-air events and venues - GOV.UK (www.gov.uk)**](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Ffire-safety-risk-assessment-open-air-events-and-venues&data=05%7C01%7Cabbie.skinner%40nottscc.gov.uk%7Ca8ef61a3229b4468584208dbcfcf6029%7C6e5a37bba9614e4fbaae2798a2245f30%7C0%7C0%7C638332261806725651%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=8wUSTt8EUe6%2BIRuQX4V6OkCyqYlQRj4YMgnU8AZVj8k%3D&reserved=0)

## 7.3 Noise and vibration

<Noise levels may need to be monitored by the event organiser. Advice on this should be sought from the Environmental Health Service of the Local Authority in whose area the event is being held>

## 7.4 Staff / volunteer welfare

<Consider your provisions in place for staff/volunteer welfare. Do staff have access to free water? Are they able to access water if they are unable to leave their posts? Are you providing shelters/ shade or sun cream, sun hats in hot weather? Staff should be provided with suitable breaks. Does the pre brief include their responsibility to dress appropriate to the conditions>

## 7.5 Adverse weather

<What provision will be made for extremes of weather (i.e. cancellation of inflatable play equipment, gazebos etc in high winds or bottled water or shaded areas available for attendees should there be extreme heat).

## 7.6 Lost property

<A point on site should be allocated for lost property and a procedure put in place for unclaimed items.

Consider making sure a point of contact (email/phone number/social media site) is still monitored for a reasonable period after the event date(s) for unclaimed items. Effort should be made to return identifiable items (for example, if bank cards are found, they should be handed in at the nearest relevant branch). Once items have been retained for a reasonable amount of time (in line with your policy they can be disposed of (consider charitable organisations if suitable) – high value items may be taken to the nearest main Police Station where they will be kept for a set period before being returned back to you if not claimed. You do not need to take every item of lost property to a police station>

# Section 8 Major incident planning

<This section should detail what you will do between calling the emergency services and them arriving at your event. It should include a plan for every type of situation you would consider a major incident, not covered elsewhere in this plan. Include what procedures would be adopted and sonsider how event staff would manage the incident before and whilst emergency services arrive are at the scene. You will then be expected to provide expert site and event knowledge and work with the attending emergency services. If emergency services deal with an emergency and then leave your site, you will still have to manage the event, the public and your staff’>

*See appendix 2 for METHANE report (incident reporting template)*

## 8.1 Emergency co-ordination team

<A dedicated team of people should take control in the event of an emergency until the emergency services arrive on site. Do you have a back-up event control if required or access to landlines?>

## 8.2 Emergency vehicle access

<Detail access routes for emergency vehicles onto the site. The rendezvous point (RVP) and secondary RVP in case the main collection area is compromised by the incident. The RVP should be included in the site map. Consider how they will get access if the site is busy with cars and pedestrians. These routes should be approved by Fire, Police and Ambulance services to ensure they are suitable for all types of vehicles. Will emergency service vehicles be met on site and escorted to the incident?>

## 8.3 Emergency procedures

<Detailed procedures should be written to cover a range of emergency situations. These are to ensure emergency services and event staff all follow the same procedure. The procedures required will vary depending on the type of event and may include:

* Emergency Evacuation
* Fire
* Suspect package/object
* Medical emergency
* Major structure emergency
* Overcrowding
* Anti-social behaviour
* Lost child/vulnerable adult

Guidance/templates on the completion of the above can be sought from the Police or other members of the Safety Advisory Group>

# Section 9 - Medical

## 9.1 Medical Cover

<Event organisers are advised to refer to the Purple Guide for information on medical cover at events at [www.purpleguide.co.uk](http://www.purpleguide.co.uk). Please refer to Appendix 3 for guidance from the purple guide on medical cover>

It is important to accurately reflect the total number of visitors on site at peak times and overall for the whole event. You will need to include the numbers of exhibitors/ traders, staff and volunteers on site in these numbers.

The event organiser is responsible for hiring the appropriate level of medical cover for the event. Event organisers are advised against putting ‘first aider’ and to explain the level of individual are trained to. First responder staff should be dedicated staff to the event and should not duel role.

## 9.2 Medical Contractor

<A copy of your medical plan from your medical contactor should be attached as an appendix, if applicable>

# Section 10 – Security

The police will want to have sight of the security plans for your event prior to the event.

## 10.1 Security and stewarding

<Details of the security provided at the event including who is managing the security, the number of staff, badge level and their role at the event. A full stewards briefing should be written down and attached as an appendix to this event plan. Consider getting stewards to sign a sheet after they have been read the briefing to say they have understood it. Any security/stewarding contactors will need to provide evidence of their PLI, a security plan (if security used) and a risk assessment to you>

Act Awareness Training is recommended for event staff [E-Learning | ProtectUK](https://www.protectuk.police.uk/catalogue)

## 10.2 Volunteers

If volunteers are used for stewarding, you should explain how they will be trained and what experience they have.

## 10.3 Hostile Vehicles Mitigation (HVM)

<What measures are in place to protect people from a hostile vehicle (i.e. drink/drugged driver or vehicle based terrorist attack>

## 10.4 Protestors

<What procedures are in place for managing protests within or around the event. What to do in the event of protests should be included in the event staff briefings. Any concerns should be raised with the local authorities, SAG and Police Operational Planning>

## 10.5 CCTV

<Is CCTV being used as an asset to monitor the event>

## 10.6 Crowd Management

<A procedure will need to be in place for monitoring the number of people on site to ensure capacity is not exceeded. This may not mean counting everyone in and out but a procedure for monitoring the crowd and closing down access should it become overcrowded needs to be in place>

## 10.7 Policing

<The Police may need to provide support at your event. This will usually cost money and should be agreed as part of the Safety Advisory Group or directly with the Police through a SPS (Special Police Services) request>

# Section 11 – Displays and attractions

Consider how your displays and attractions might be affected by adverse weather.

## 11.1 Special effects, fireworks and pyrotechnics

<Details of any fireworks displays etc. Any contractors will need to provide evidence of their own Public Liability insurance and a risk assessment to you>

## 11.2 Inflatables

<Details of any inflatables - [Bouncy castles and other play inflatables: safety advice (hse.gov.uk)](https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm)>

## 11.3 Amusements or fairground rides

<Details of any fairground rides, games and activities>

# APPENDIX 1 - FORM - LOST CHILD / VULNERABLE ADULT

|  |  |  |
| --- | --- | --- |
| INTERNAL USE ONLY | | |
| For transparency requirements, the member of staff must verbally explain why their data is being collected, how it is being used and how it will be stored. Read the following to the collecting adult:  *‘For the purposes of safeguarding and protection of lost children/vulnerable adult, the collecting adult will be asked to provide their name, address, and connection to the lost person before they are released into their care. The name and age of the lost child / VA will also be recorded on being found.*    *On reuniting, a photo of the adult together with the child/vulnerable adult will be taken by the DBS member of staff. This photograph will be retained for 24hrs and then deleted in the presence of the event manager / deputy manager. All copies including cloud backups will be deleted. As the collecting adult, you may request to be present to confirm deletion has taken place, or to receive written confirmation.*  *Your information and the photo will be stored securely and will only be shared with the police or appropriate authorities if the member of staff has a safeguarding concern or believes a crime has been committed. This document will be stored in line with our organisations standard retention period and more information can be found on our website’.* | | |
| **Event Name:** | | **Date:** |
|  | |  |
| **Child / Vulnerable Adult details:** | | |
| **Name:** |  | |
| **Age:** |  | |
| **Name of collecting adult:** |  | |
| **Connection to child / VA** |  | |
| **Address:** |  | |
| **Time of reuniting** |  | |
| **DBS staff member present** |  | |
| **Official Use / Action Taken** |  | |
| **Photo taken? If no, detail why** |  | |
| **Name of DBS staff member taking photo** |  | |
| **Device used for photo** |  | |
| **Any safeguarding concerns?** |  | |
| **Any requirement to contact the police?** |  | |
| **Photo deletion** |  | |
| **Date & time photo deleted** |  | |
| **Deleted witnessed by** |  | |
| **Collecting adult present?** |  | |
| **Written confirmation of deletion required. Yes/No sent** |  | |

# APPENDIX 2 – METHANE Form / Report

The purpose of this report is to ensure all relevant information is collected and passed onto the emergency services. It can be completed as a form or used as an aide memoire.

|  |  |
| --- | --- |
| **Time:** | **Date:** |
| **Organisation:** |  |
| **Name of Caller:** | **Phone No:** |

|  |  |  |  |
| --- | --- | --- | --- |
| M | **Major incident** | Has a Major Incident been declared?  **YES/NO**  *(If no, then complete ETHANE message)* |  |
| E | **Exact Location** | What is the exact location or geographical area of incident |  |
| T | **Type of Incident** | What kind of incident is it? |  |
| H | **Hazards** | What hazards or potential hazards can be identified? |  |
| A | **Access** | What are the best routes for access and egress? |  |
| N | **Number of casualties** | How many casualties are there and what condition are they in? |  |
| E | **Emergency Services** | Which and how many emergency responder assets/personnel are required or are already on-scene? |  |

# APPENDIX 3 – Medical Cover - Suggested requirements

*The information below is taken from the Purple Guide August 2023. All event organisers are advised to check the latest version of the purple guide and seek advice from the SAG if required.*

*The following matrix sets out****an indicative level of resource at peak times****for each tier of event. It is NOT intended to be directive and will need to be modified in the light of the circumstances of individual events.*

|  |  |  |
| --- | --- | --- |
| **Tier (typical attendances)** | **Recommended** | **May be considered** |
| **Tier 1**  **<500** | At some very low-risk events a first aid kit and a person competent in its use  At others, 1-2 responders  Access to a nearby defibrillator | Defibrillator on site |
| **Tier 2**  **500 - 2000** | Clinical Lead – normally HCP  2-4 First responders  Defibrillator | Paramedic  Crewed ambulance |
| **Tier 3**  **2001 – 5000** | Clinical Lead -HCP  2 Paramedics  2 Nurses  4 First responders  Defibrillator | Doctor  Crewed ambulance |
| **Tier 4**  **5001 – 10,000** | Clinical Lead -HCP  Doctor  2 Paramedics  2 Nurses  6 First responders  Crewed ambulance(s)  Defibrillator(s) |  |
| **Tier 5a**  **10,001 – 20,000**              **Tier 5b**  **20,001 – 50,000**            **Tier 5c**  **Over 50,000** | Clinical Lead -HCP  Doctor  2 Paramedics  3 Nurses  8 First responders  Crewed ambulance(s)  Defibrillator(s)    2 Doctors  3 Paramedics  4 Nurses  10 First responders  Crewed ambulances  Defibrillators    3 Doctors  4 Paramedics  6 Nurses  12 First responders  Crewed ambulances  Defibrillators  Very large events may need more staff, but not necessarily on a pro-rata basis | Control staff  X-ray facilities  Mental Health facilities          Control staff  X-ray facilities  Mental Health facilities  Other services, eg physiotherapy, emergency dentist |

*(The Purple Guide to Health, Safety & Welfare at Outdoor Events, Chapter 5 – Medical, Appendix 1, 31st August 2023,* [*www.purpleguide.co.uk*](http://www.purpleguide.co.uk)*)*