



A Best Practice Guide to Event Planning

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Introduction

The wide ranging and varied events that are organised in Hull every year all combine to make Hull a vibrant and energetic city that its residents and visitors can be proud of. Events can bring people and communities together, offer new experiences, highlight good causes and provide economic advantages.

The organisers of any event, however big or small, are legally responsible for ensuring that people are safe and that the impact on the local roads and amenities are well managed. Whether you are new to planning events or have experience in event planning, the Hull Event Safety Advisory Group (ESAG) can help you with advice and support to ensure that your event is the safest and the best it can be.

This guide to planning events in Hull has been created to take you through the stages of planning a safe and successful event. It combines general advice and good practice guidance with a handy checklist.

The guide is not meant as an exhaustive list and you may well find that your particular event or organisation would benefit from additional support. If this is the case, ESAG can provide you with a wealth of information and point you in the direction of organisations and governing bodies that may be able to offer advice on specific types of event.



Stage 1: Pre-planning

Detailed pre-planning is essential to create a safe and successful event.

Why are you organising this event?

Be clear about what you want to achieve to be sure that you create something that people will really enjoy. Start thinking now about how you will know that your event has been successful.

Who, what, where, when?

Consider the types of people you want to attend your event and identify what would appeal to them and what might put them off.

To ensure your chosen venue is suitable, consider things such as:

- any on-site hazards
- accessibility for disabled people
- location
- parking
- obstruction of the highway

When choosing the date(s), consider how your event will be affected by the weather, holidays, natural light and other events being held at the same time.

Permissions and licensing

Depending on the nature of the event you may need to seek permissions from more than just the chosen venue. You may need:

- certification for specific equipment
- performance licence
- alcohol licence
- local authority approval
- road closure application

Remember that seeking permissions and licenses can take time so make your applications early on.

Codes of practice and legal requirements

Event organisers have a legal responsibility to ensure the safety of everyone connected with your event. This also includes those not taking part in your event, but may be otherwise affected. You may need to:

- complete an Event Safety Guide, Risk Assessment, Traffic Management Plan, Contingency Plan or Evacuation Plan
- familiarise yourself with relevant codes of practice
- take out public liability insurance
- ensure that contractors and performers have their own insurance, risk assessments and where appropriate, CRB clearances

Audience welfare needs

Based on the number and type of people attending and the nature and duration of your event, work out your requirements for the following:

- toilets
- first-aid
- provision for young children (baby changing, lost children)
- provision for deaf or disabled visitors
- rest areas
- refreshments

Event plan

Keep a record of all your proposals, timescale, health and safety arrangements and risk assessments as a formal plan which is continuously revised and updated.

Stage 2: Organising the event

Keep a record of all details as you arrange them and update the Event Plan as you go.

Roles and responsibilities

Establish a working group or committee to spread the load, making sure that everyone is assigned their own tasks and responsibilities. Three essential roles are:

- Event manager (responsible for liaison with other organisations, including ESAG)
- Health and Safety
- Safety Manager

Planning

A site plan identifying the position of all attractions and facilities will be an important reference tool.

An emergency plan is also necessary and could cover contingencies for inclement weather and no-shows by contractors or performers, as well as the more obvious how to deal with fire, flood, bomb scare etc. Remember - an emergency plan is useless if it isn't easy to access and use in an emergency.

Logistics

Where electricity, gas or water is to be used, all appliances should be professionally tested. Adding elements such as temporary structures or catering units will come with requirements for sourcing, appropriate siting, erecting and safety-checking and may need additional licenses or certification.

The parking needs for both contractors and visitors should be considered and don't forget to make arrangements for clearing up afterwards.





Involving other people

Any people you involve should be properly briefed, trained and managed. You may need to think about protective and/or high visibility clothing or using qualified stewards for staged music events, crowd control, security and on-site traffic management.

Check that all performers have their own insurance, risk assessments and where appropriate, CRB clearances.

Impact on others

Consider if and how your event will impact on local residents, traffic and public transportation. Build liaison with relevant people into your planning.

Stage 3: Final preparations

Routes and access

Ensure access and exit routes are

clear, that circulation around the site is sufficient and emergency routes are clearly marked. Prepare an inspection checklist to 'walk through' before, during and after the event.

All hazards and defects should be noted and acted upon – retain the checklists and a note of your actions for future reference. Record your decision making process, both positive and negative.

Everyone and everything present and correct

Make sure that everything is correctly sited and signed, that vehicles have been removed from the site, structures have been erected safely, barriers are securely placed and that lighting, including emergency lighting, is working.

Check that all personnel have arrived. Brief them on emergency procedures, points of contact and make sure they understand their responsibilities and locations.



Stage 4: After the event

Clearing up

Undertake a final inspection of the site after clean up to make sure nothing has been left and take this opportunity to identify any damage caused during the event. If any structures are left over night, make sure they are left in a safe and secure condition.

It is a legal requirement to record any accidents/incidents. Advise your insurer and the owner if any accidents

have taken place, ensuring that you have acquired appropriate information.

Evaluation

To establish the success of your event you may have asked visitors to complete a short questionnaire or undertaken interviews to gather feedback. At the very least you should follow the event with a debrief to assess what went well, what went less well and what lessons can be learned as this will help you to improve future events.

Checklist

- Identified aims and objectives for event
- Established when, where, when etc
- Sought and been granted appropriate permissions and licences
- Risk Assessment completed and under continuous review
- Identified public facility requirements
- Acquired Public Liability Insurance
- Created an Event Plan
- Established organising roles and responsibilities
- Contacted ESAG
- Drawn up site plan
- Emergency Plan created, communicated and easy to access during the event
- Temporary structures booked and safety credentials identified
- Catering organised and safety credentials checked
- Personnel recruited
- Needs of those with a disability considered and catered for
- Parking arrangements made
- Relevant individuals and authorities informed
- Arrangements for clearing up put in place
- Inspections conducted
- Signage in place
- Personnel briefed



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