Events Toolkit
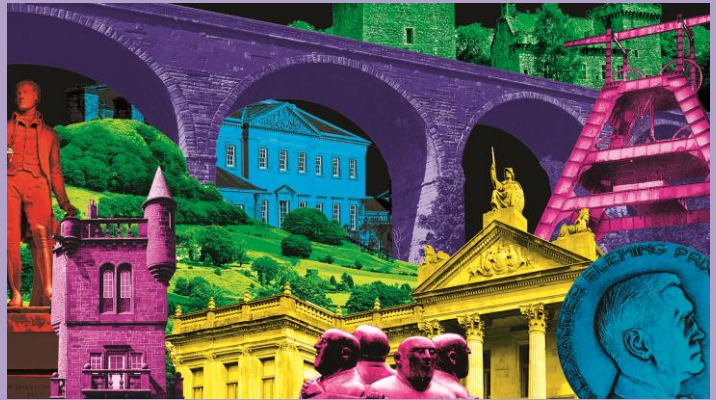
A guide to planning an event in East Ayrshire

East Ayrshire Council
Comhairle Siorrachd Àir an Ear

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Introduction

Events in East Ayrshire are primarily organised by volunteers or voluntary groups and this event toolkit has been developed to assist local committees, or any other event organiser, to deliver a safe and successful event.

It covers many aspects of event planning from parking and toilets to insurance and risk assessments.

If you have any questions about the Toolkit or you require further information, please contact our Events Team at: events@east-ayrshire.gov.uk or 01563 576116.

The Application Process
There is a simple 4 step process for applying to hold an event in East Ayrshire.

Step 1 - Check if you need to notify the Council
You should submit a pre-event application if your event will:

- Impact on traffic or parking
- Take place on council land
- Require road closures
- Have loud music
- Provide entertainment
- Sell food, drink or alcohol
- Require licences e.g. public entertainment or sale of alcohol

If your event is on private land and doesn't fall into one of the above categories you do not need to notify the Council. If you are unsure, you can contact the Events team for further advice.

Step 2 - Submit a pre-event application form
Once you have read this document and started to plan your event, please complete the simple **pre-event application** form and submit it with any supporting documents you may already have e.g. a site plan.

It should be noted that, there is no legal requirement to complete the pre-event application but by doing so, it allows the Events team to help support you with your event by providing advice and guidance on how to ensure it is planned and managed safely and legally.

Alternatively, a paper copy of the pre-event application form can be obtained on request. Call the Events team on 01563 576116 or email events@east-ayrshire.gov.uk and return to Events and Resilience, Council HQ, London Road, Kilmarnock, KA3 7BU.

The Events team will contact you within 7 days of receipt of the pre-event application form.

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Step 3 - Create Your Supporting Documents

Once you have submitted your pre-event application, you should start to gather essential information to plan and manage your event. This will include:

- A site plan clearly showing the location of the activities and facilities at the event
- Risk assessments
- Safety certification of any equipment used e.g. electrical equipment, access equipment etc.
- Public liability insurance for the event

Depending on the type and size of event, the Events team may contact you for further information such as:

- An Event Management Plan (this is the document detailing all aspects of your event) An Event Management Plan template, which includes guidance on what to include in your plan has been developed for use.
- Traffic Management Plan (detailing how you will manage traffic and pedestrian movement for the event)

Step 4 - Apply for Licences

Applying for any licences which may be required for your event, such as a Public Entertainment Licence (PEL) is required by law.

Be aware you will have to give sufficient notification when applying for a licence and the Council's Licencing Section will ask for documents to support your application.

Where a licence is required, applications should be made a minimum of six weeks in advance, for events attracting less than 500 people and ten to twelve weeks in advance for events attracting over 500. It is however advisable to give as much notice as possible.

How to apply for a Public Entertainment Licence provides guidance to help you through the process or to apply for a licence please visit EAC Licencing.

Health and Safety

As the event organiser, you have overall responsibility for health and safety under the provisions of the Health and Safety at Work Act 1974 and must ensure that everyone involved in the management of the event, including staff and contractors, are operating legally and safely.

Health and safety is a critical aspect of any event and you must identify any potential safety issues which could arise and ensure that appropriate arrangements are put in place to ensure the health and safety of all those attending your event.

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Risk Assessment

A competent person must complete appropriate risk assessments, which will ensure that any risks associated with your event are minimised and controlled.

Risk assessments should be carried out at the planning stage but they will change and evolve as the event plan develops and should therefore be reviewed and updated accordingly.

When you are carrying out a risk assessment, think about the activities and equipment that will be included at the event and then identify the potential hazards relating to each activity and/or piece of equipment.

A hazard is something with the potential to cause harm, such as:

- Any slip, trip or fall hazards
- Hazards relating to fire risks or fire evacuation procedures
- Any equipment or substances which would cause injury or damage to health

A risk assessment guide and template are available at: Events Guidance and Resources

Remember, you should also obtain risk assessments from any vendors, performers, exhibitors etc. for their activities and equipment where applicable.

Emergency Plan

A plan detailing how an emergency situation would be dealt with should one arise, must be prepared in advance of the event.

A small event may only need a simple emergency plan detailing the evacuation procedures but for larger events, the emergency plan will be more complex and will be shared with the emergency services; therefore it must demonstrate that you considered all potential emergencies and how they would be dealt with effectively.

On receipt of your pre-application form and dependant on the type and size of event, East Ayrshire's Event team will organise a Safety Advisory Group (SAG) meeting with representatives from the emergency services on your behalf.

Contingency Plans

It is important to know what action will be taken should there be extreme weather or other conditions which may have a significant impact on the day of the event. Consider under what circumstances the event would have to be cancelled or whether it could it be moved to a different venue e.g. an outdoor event brought indoors.

Some facilities, such as marquees and catering stalls, could pose safety issues especially in severe weather, so plan their location carefully and make sure that the appropriate safety checks are carried out before and on the day of the event.

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Insurance

A minimum of £5 million public liability insurance cover is required to protect against claims for third party death/injury or third party property damage at your event.

It is recommended that you speak to your Broker/Insurer regarding the event to ensure you are adequately covered as some larger events may need additional cover depending on what type of activities are involved.

Contractors employed by event organisers are required to carry similar insurance cover and you should check that this is in place before awarding any contracts.

Always ensure that copies of any relevant insurance certificates are available for inspection on the day of your event.

Site Plan

A site plan is required clearly showing all of the events attractions and facilities. It is helpful to include icons or markers to represent each activity or item of infrastructure.

These may include the following:

- Staging
- PA systems
- Toilets
- Bins
- Catering points
- Walkways
- Crowd control barriers
- Stalls
- Muster points
- Marquees and gazebos
- First aid tent
- Information tent
- Power points
- Car parking
- Entrance and exit points
- Emergency escape routes

See Appendix 1 for an example of a Site Plan.

Roads and Traffic Management

Events that require licences such as fairs, parades, traders etc. are assessed individually to identify if any road works are planned that may impact on the event and to approve any road closures which may be required.

Most events will need some sort of traffic control. This could include signposted entrances and exits, stewards to direct traffic and help with parking and access arrangements for emergency vehicles.

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The Events team will assess all event applications to ensure that the planned location, routes of travel, traffic management and car parking arrangements do not present any risk to public safety.

Ayrshire Roads Alliance may also provide further specific instructions for the event e.g. specific car parking locations or route recommendations.

Traffic (on site)
Contractors and performers may need to bring their vehicles onto site to load and unload equipment. Cars and pedestrians should be segregated at all times and separate entrances/exits provided wherever possible.

It may be advisable to limit vehicle access to set times and most events will require a parking zone.

Always remember to plan for specific access arrangements for emergency vehicles, should they be required.

Traffic (off site)
Clear directional signs on the approaches to your site entrances and/or competent stewards to guide traffic entering and exiting the site will be required.

Directional signs may only be erected with the consent of Ayrshire Roads Alliance (ARA) and if your event requires road closures, additional road signage, traffic diversions or coning, advice and approval must be sought from ARA and a Temporary Traffic Regulation Order (TTRO) will be required.

Advice on road matters can be provided by the Councils Events team.

TTRO application forms are available from Ayrshire Roads Alliance.

Public Transport
For larger events, local public transport providers should be contacted in advance to make them aware about the event and to find out whether there will be sufficient public transport to support it.

Using Council Land
Permission must be obtained to use any council owned land or venues to ensure availability at the time requested. You can contact the Events team if you need assistance contacting a venue manager or finding out more about council owned land.

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Event Attendance

It is important to work out how many people your event can facilitate safely. Numbers may depend on the type of activities you are offering, ticket price, location, etc.

Depending on the type of event, provisions may be required to limit the number of visitors at the event to prevent overcrowding or if your event is ticketed, the number of ticket sales may need to be controlled.

Stewards

Most events will need stewards to deal with crowd control, guide vehicles, clear emergency exits and keep a look out for hazards, with the number required dependant on the size and type of event.

Make sure stewards are fully briefed on all aspects of the event and the emergency arrangements.

Visitors should be able to easily identify stewards (hi visibility clothing is an effective way of identification) and they should be provided with means to communicate with each other, their supervisor and the event manager at all times.

Contractors

If contractors are providing equipment or services at your event, check that they are competent to carry out the work safely i.e. ask for references and any relevant certificates of training.

Also request copies of your contractors' safety policy, risk assessments and public liability insurance certificate, for inclusion in the event management plan.

Ensure that you meet regularly with contractors to discuss your expectations and provide them with copies of the event plan so that they can work to the required specifications at all times.

Communication

Effective communication is a critical part of any event and you must always ensure that:

- Residents and businesses in the surrounding area have been informed about the event at the earliest opportunity
- Methods of communication between staff/volunteers on the day of the event have been put in place
- Systems of communication with your audience on the day have been put in place

It is important that residents or businesses are aware of your event plans, especially where it has the potential to create noise or increase traffic in the area. This could include sending letters or distributing flyers, speaking to them directly, or advertising prior to the event.

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Communication methods are essential on the day of the event to keep in regular contact with staff and stewards around the site/venue. This may include radios, mobile phones or delegating staff/volunteers to run errands and pass on messages.

There must also be provisions for communicating with your event audience on the day. This could include a public address system, stage schedules, signage, MC's and designated information points.

Electrical Equipment

If electrical equipment is required e.g. generators etc. consider who is supplying the equipment and where and how it can be set up safely.

Electrical Certificates will be required to demonstrate that any installation and supply is safe for use. Where portable electrical equipment is used, Portable Appliance Testing (PAT) certification will be required.

Noise

If noise from your event is likely to affect properties nearby, you notify residents or businesses in advance providing the event dates and times plus a contact name and telephone number of someone in your team.

Any potential nuisance noise issues can be minimised by considering the location of speakers, generators and stages and the Council's Environmental Health Service are available to provide advice where required. Contact environmentalhealth@east-ayrshire.gov.uk or visit EAC Environmental Health

Catering

Where catering facilities or food stalls are provided, it is important to ensure that effective health and safety controls are in place.

The location of catering facilities should be clearly identified on the site plan, keeping them close to water supplies but away from higher risk areas such as children's activities. There should also be adequate space between catering stalls to prevent any risk of fire spreading.

Always use licenced caterers and make sure that catering requirements are planned well in advance to ensure that food safety remains a priority. There are some key areas of food safety management which must always be in place:

- Cross contamination controls
- Good personal hygiene
- Keeping food preparation surfaces and food equipment clean
- Thorough cooking of food and temperature control
- Monitoring of food delivery, storage and cooking

For advice on food safety contact environmentalhealth@east-ayrshire.gov.uk or visit EAC Environmental Health

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First Aid

The first aid provision, which will be required for an event, varies depending on the size, nature and location. Sufficient first aid provision should be available to everybody working, performing or attending the event.

Further guidance on first aid provision can be found on the Health and Safety Executive's website at http://www.hse.gov.uk/firstaid/index.htm

Welfare Facilities

Make sure that adequate toilets are available for the number of people expected to attend the event, and that consideration is given to location, access, construction, lighting and signage, especially for outdoor events.

It is best to locate toilets at different points around the venue rather than concentrating in one small area, to minimise crowding and queuing problems.

Below is a guide for the number of toilets you will need depending on the expected number of attendees:

For events with an opening time of 6 hours or more		For events with an opening time of less than 6 hours	
Female	Male	Female	Male
1 toilet per 100 females	1 toilet per 500 males, plus 1 urinal per 150 males	1 toilet per 120 females	1 toilet per 600 males, plus 1 urinal per 175 males

Where possible, provide handwashing facilities to the ratio of one per five toilets but with no less than one handwashing facility per ten toilets. Suitable hand-drying facilities should also be provided and if paper towels are supplied, arrangements made for regular disposal and restocking.

Refuse Collection and Site Clear Up

Ensure arrangements are put in place for bins and litter collection during and after the event. Consider who will empty the bins and if you are providing separate bins for recycling, consider how this will be monitored.

The location of bins should be identified on your site plan.

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Planning an Event - in summary

Event Organisers should:

- Complete the simple pre-event application form and submit to the Council's Event's team
- Gather and collate information to ensure the event is planned safely and legally
- Ensure all health and safety requirements are met, throughout the planning stage, during and after the event to ensure public safety at all times

East Ayrshire Council Events team will:

- Assess each pre-event application and respond to the organiser within 7 days of receipt
- Provide any assistance and support to the event organiser including advice on health and safety, traffic management and licensing requirements.

Useful Contacts

For guidance completing the pre-events application and all general event enquiries.	Tel: 01563 576116 Email: events@east-ayrshire.gov.uk Website: https://events.east-ayrshire.gov.uk/
For licencing queries including licence applications and fees.	Tel: 01563 576005 Email: licencing@east-ayrshire.gov.uk Website: www.east-ayrshire.gov.uk/LawAndLicensing/
Enquiries relating to environmental health including noise and food safety.	Email: environmentalhealth@east-ayrshire.gov.uk Website:www.eastayrshire.gov.uk/LawAndLicensing/EnvironmentalHealthService
For specific advice on roads and traffic management.	Email: enquiries@ayrshireroadsalliance.org Website: www.ayrshireroadsalliance.org
For waste management services.	Website: waste@east-ayrshire.gov.uk

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Appendix 1: Example Site Plan

Example Event: Site Plan

Main Entrance/Exit/

Box Office

Emergency exit/access point

Emergency exit/access point

Fold up chairs x 60

Fold up chairs x 60

Stage

Licenced Bar
11m X 4m 3 sided marquee

Heras fencing boundary

Picnic Tables seating 8

Information point

Generator

Bins & Recycling

First Aid

Toilets & handwashing

Stalls and food vendors 2mX2m Units, 7 in total

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