

West Norfolk Event Management Plan Guidance Notes

These guidance notes are provided to help event organisers to consider appropriate areas to consider when planning a public event in West Norfolk. It is guidance only and organisers should make sure they follow all the appropriate legislative requirements and have the permission of the landowner before staging an event.

More information can be found at the HSE website:

<http://www.hse.gov.uk/event-safety/index.htm>

More specific details on safeguarding children and young people can be found at the Norfolk Safeguarding website: <http://www.norfolkscb.org/> or NSPCC site:

<https://www.nspcc.org.uk/preventing-abuse/safeguarding/>

And at the West Norfolk Public Event Safety Advisory Group website:

<https://www.west-norfolk.gov.uk/sag>

Risk assessments

As part of your event planning process you need to look at what hazards might occur at your event and how you can lower the risks from them. There are various ways to carry this out but the Five Stages to Risk assessment process is a good starting point:

1. Identify the hazards
2. Decide who might be harmed & how
3. Evaluate the risks and decide on suitable precautions to take
4. Record the findings & implement them
5. Review the assessment and update if required.

Step 1 - Identify the hazards

You will need to look at your proposed event site and look for anything that may cause harm eg are there power lines that run through the site? does a stream that runs through the site? is the site on a slope?

Once you start to bring structures or vehicles to the site might other hazards start to be created?

If you have run the event before look back at your records for anything that might have occurred.

Step 2 – Decide who might be harmed & how

Consider your audience – eg young, old, people with disabilities – all have different behaviour patterns and needs.

When putting on an event you need consider that there are normally different phases to the event and who might be affected by the hazard & how this may change:

eg Setting up a temporary structure:

Construction phase – contractors and staff setting up the event might be at greatest risk and this might include the structure collapsing before fully built.

Event running phase – structure is safe assuming wind speed stays within limits but public maybe at risk if limits are exceeded.

Deconstruction phase – contractors breaking the structure down might be at greatest risk from falling parts.

Step 3 - Evaluate the risks and decide on suitable precautions to take

The law requires you to do everything 'reasonably practicable' to protect people from harm that attend your event. Consider what you are doing already to control the risks. Compare this then to current best practice and consider if anything else can be reasonably done.

Consider if the risk can be removed altogether or you can put control measures into place so that harm is unlikely. When trying to control the risk try and follow the following:

- try a less risky option (eg do it differently);
- prevent access to the hazard (eg by guarding);
- organise work to reduce exposure to the hazard (eg put barriers between pedestrians and traffic);
- issue personal protective equipment to staff (eg clothing, footwear etc); and
- provide welfare facilities (eg provide first aid).

Step 4 - Record the findings & implement them

As part of the event plan record the details of your findings and who will implement them. You may for example want contractors to confirm that a temporary structure is fit for use before you allow it to be used. You may have used a sign off certification process as a control measure to confirm structural integrity.

An example of a record of risk assessment template is included on the next page.

Further templates and guidance can be downloaded if required from the HSE Website <http://www.hse.gov.uk/risk/>

Step 5 - Review the assessment and update if required.

As your event progresses you should monitor the assessment and if necessary carry out changes as issues occur or near misses happen. You should record anything such as this so that if the event runs again or you are challenged you can review your actions. This is sometimes referred to a dynamic assessment and will form part of your event management.

After your event it is often helpful to have a debrief. This will allow lessons to be learnt that can feed into the future management of the event and risk assessment for future activity.

Example Risk Assessment Record

Risk Assessment Record for:			Completed by:		On:	
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Stream runs along edge of venue</i>	<i>Staff and visitors may fall into stream and potentially drown if water levels are high</i>	<i>Water levels in stream are kept low unless severe rainfall occurs. Warning signs are placed every 50m.</i>	<i>Monitor weather forecasts and if required deploy suitably trained stewards to area.</i>	<i>Event manager to monitor water levels and stewards manager to have staff available trained in water rescue</i>	<i>01/10/2012</i>	<i>01/10/2012</i>
<i>Bouncy castle ride is not attached to ground correctly</i>	<i>Staff, visitors and users of ride may become injured by falling out of ride or by ride moving in wind</i>	<i>Ride is set up and staked according to manufacturer's recommendations. It is run by a competent provider.</i>	<i>Monitor weather forecasts and if winds start to exceed xx mph close ride down and secure it.</i>	<i>Ride provider & event manager</i>	<i>01/10/2012</i>	<i>01/10/2012</i>

Risk Assessment Record for:			Completed by:		On:	
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done

Crowd capacity

As part of your planning you need to consider if the space you are planning to use will:

1. Have adequate entry points and routes to facilitate a safe and timely arrival
2. Allow safe circulation of the crowd
3. Have adequate egress routes to allow a safe departure and an in an emergency safe evacuation.

As part of some of your control measures you may have for example used barriers to separate moving traffic from pedestrian locations – this will create additional enclosed areas that will need to be considered if used as planned entry or evacuation routes.

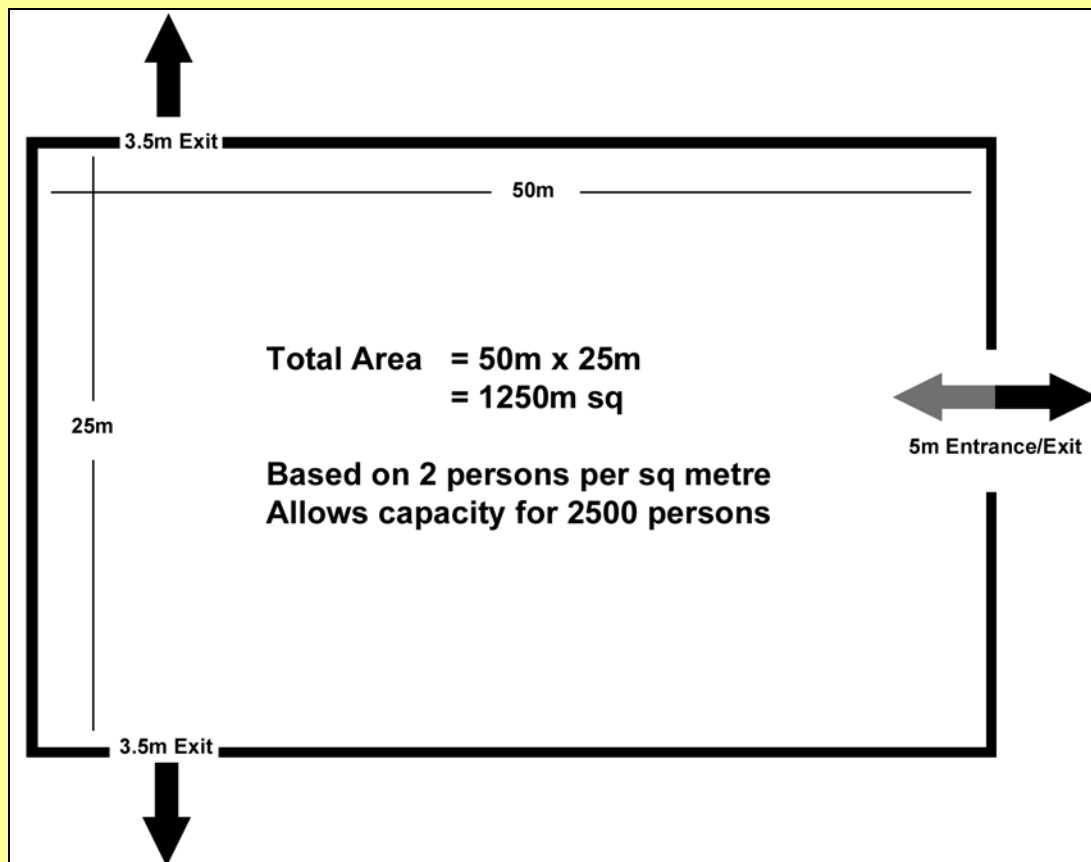
If you are using an existing venue a safe capacity calculation should already have been completed. However this may relate to a different use of the venue so you may wish to consider your own calculations.

You will also need this information to look at the likely number of stewards required to affect a safe egress in the event of an emergency occurring.

Calculate area available

Example based on an enclosed area 50m x 25m will give a space of 1250m². Remember to exclude the space taken up with stalls or other fixed buildings at your site.

The HSE Event Safety Guide (1999) suggests using 2.0 persons per m² to calculate maximum safe crowd density. On your area of 1250m² this will allow space for 1250x2= 2500 persons for your space.



Evacuation routes and time to evacuate

When considering an evacuation plan you need to consider your evacuation routes and make sure that they are adequate in size. Calculations will need to identify if you can safely evacuate your venue in under 5 minutes.

Based on the example above, there are two 3.5m exit routes and one 5m exit route. This gives us a evacuation capacity of 12m width.

The DCMS Guide to Safety at Sports Grounds suggests a Rate of Escape (according to annex of BS EN 13200-1:2003) on flat ground of 82 persons per metre per minute.

Based on the above calculation and having 12m available for exit (ie with all exits available) :
 $82 \text{ persons} \times 12\text{m exit} = 984 \text{ persons per minute}$ giving an evacuation capacity of **4920** within 5 minutes.

Even if the main exit route was blocked and having 7m available for exit (ie with the main 5m one blocked and 2 x 3.5m exits available) :

$82 \text{ persons} \times 7\text{m exit} = 574 \text{ persons per minute}$ giving an evacuation of **2870** within 5 minutes.

Therefore your crowd density calculation capacity of 2500 can be evacuated within the timescale.

In some circumstances your emergency evacuation capacity maybe less than the area can physically hold and you should then limit entry to the lower figure.

Stewarding

To safely manage those at your event and facilitate a safe evacuation you need to consider the number of stewards that maybe required. If these are paid employees they need to be SIA (Security Industry Authority) accredited and trained. If they are volunteers then they should be suitably trained and briefed for the event - in particular their role in evacuation should be emphasised.

The DCMS Guide to Safety at Sports Grounds suggests a suitable stewarding ratio as typically one steward per 250 of the anticipated attendance. However this ratio should be increased to up to one per 100 of the anticipated attendance where the risk assessment shows a need for a higher level of safety management, for example at a high profile event or where there are large numbers of children or where there is a likelihood that large numbers of spectators that will not comply with safety instructions.

Remember that the role of your stewards is not one of dealing with crime & disorder. This is the role of the Police. Any issues should be reported through your control structure and dealt with appropriately.