

Events on Council Owned and/or Managed Land

- Hire of Land
- Towpath Permit

EXAMPLE RESPONSES

(Application Form Supplementary Information)

Example responses to the ‘Supplementary information’ sections of the Event Application Form are provided below. Please remember, no two events are the same so you should answer the questions as fully as possible, providing your own responses which are specific to your event content/scale/complexity. We may request further information on any aspect of the event at any stage e.g., if there is an area of concern or where further clarification is required.

You may prefer to upload an EMP instead of completing the ‘Supplementary information’ form sections, but you must make sure that your responses address the specific requests as set out in the application form.

If you remain unsure about the type of information to include, refer to our ‘Application guidance’ document or speak to a member of the Events Service.

MAPS AND PLANS



HEALTH AND SAFETY

Roles and responsibilities

Staff or suppliers may have responsibility for specific areas of event management or delivery. Describe **key* roles/responsibilities and level of competence** where applicable, e.g., if the overall Event Management or Production is contracted out or if you employ the services of a specialist Event Safety Advisor. (* Include primary roles only - do not list all event suppliers)

EXAMPLE: We will employ the services of 'insert company name' to provide all aspects of the event delivery and production on site on our behalf and have a contractual agreement in place to define the suppliers' roles and responsibilities in this respect. We will also be employing the services of an independent Health & Safety Management advisor (NEBOSH qualified) to conduct documentation checks and supplier handover/completion certificates for all major infrastructure (stage and main marquees), both in advance of the event and onsite.

OR

The applicant organisation will deliver the event and have appointed named employees or volunteers into the following roles: Event Manager: 'insert name,' Event Safety Officer: 'insert name,' Trader Manager: 'insert name.'

OR

See Event Organisational Management Chart on P3 of our EMP

SUPPLIER MANAGEMENT

We need you to describe your supplier management plans including the checks you will be conducting on your suppliers before and during the event, e.g., competencies, RAMS, insurance, equipment certification, onsite checks/handovers. Consider all types of third party supplier. Points 1-5 are essential for all events where relevant.

1. Infrastructure/TDS e.g., marquees, gazebos, stages
2. Specialist structures and equipment, e.g., funfairs/rides, inflatables, cinema screens, machinery/plant
3. Electrical installations/other utilities
4. Traders (food/non-food), bars and concessions
5. Specialist providers e.g., fireworks, special effects, pyrotechnics, animals
6. Service providers e.g., medical, security, traffic, waste, event management services
7. Content providers, such as performers or activity providers

EXAMPLE: We will be checking that all suppliers are competent to conduct their appointed roles. We will check risk assessments and insurance documentation for all suppliers in advance of the event and will also conduct more specific checks (both in advance and onsite) depending on what is supplied, as summarised below. Our H&S Manager will be responsible for conducting onsite supplier checks at all stages of the event.

We have the following types of suppliers present at the event: marquee provider (1), stage provider (1), gazebos (supplied by our traders) (1), inflatable (2), electrical installation (3), food traders (4), medical supplier (6) and performers (7). Checks conducted are as follows:

1. **Infrastructure present:** marquee x1, small stage x1, and gazebos x10
 - a. References - for stage and marquee supplier
 - b. Competence - for stage and marquee supplier
 - c. Contractual agreement - for stage and marquee supplier
 - d. Insurance - for stage and marquee supplier (not gazebos as event insurance will cover)
 - e. RAMS (risk assessments and method statements) - all
 - f. Completion certificate / supplier handover onsite by competent person at point of handover - for stage and marquee supplier
 - g. Structural certification – stage only

For the 3x3m gazebos the onsite health and safety manager is responsible for checking they are erected correctly and are secured. They are also responsible for monitoring weather conditions and taking appropriate action in the event of high winds.

2. **Specialist structures and equipment present** bouncy castle inflatable x1
 - a. General checks as Infrastructure a.-f. above
 - b. Compliance with [Bouncy castles and other play inflatables: safety advice](#)
 - c. Equipment supplied and operated in accordance with BS EN 14960
 - d. Valid certificate of compliance issued by [PIPA \(or equivalent\)](#)
 - e. Equipment must be erected and operated in accordance with the operator's manual including anchor points and wind speed readings
 - f. Supervision and monitoring will take place onsite (specially to ensure adequate tethering and staff always present).

3. **Electrical installations present:** generator to supply stage PA and food traders x1
 - a. General checks as Infrastructure a.-f. above
 - b. Compliance with law and British standards (e.g., BS7909 - a guide for temporary power systems at events)
 - c. Competent supplier to oversee and accept responsibility for the onsite electrical system
 - d. Completion certificates and a schedule of test results on completion of installation and before the event is opened to the public
 - e. Equipment PAT tested and checked onsite

4. **Traders:** food traders
 - a. Insurance
 - b. Risk assessment
 - c. Registered with their local authority (and details held by eh event organiser onsite)
 - d. Trading licences as applicable
 - e. Hygiene certification – compliance checked
 - f. Waste management certification – compliance checked
 - g. Gas safe or electrical compliance certification
 - h. Spot-checks conducted onsite by organising team

5. **Specialist Providers:** not present at event (See Guidance or contact the Events Service for advice on specialist providers as applicable).

6. **Service providers:** medical supplier (St John's)
 - a. References
 - b. Competence
 - c. Contractual agreement
 - d. Insurance
 - e. Risk assessments
 - f. Operational plan (e.g., medical plan) agreed with Event Manager in advance and links into wider event plan.

7. **Content providers:** stage performers and activity providers (football match)
 - a. Contractual agreement
 - b. Insurance
 - c. Risk assessments

VEHICLE MANAGEMENT

We need you to describe your onsite (within the named 'site') vehicle management plans and arrangements, including:

1. An overview of arrangements and approach (only essential vehicles should be permitted), details of access and restrictions, site rules and who will be managing this onsite.
2. Details of any specific arrangements such as accreditation, schedules, onsite parking areas, vehicle exhibitions, heavy/long loads.
3. You should consider ground protection for heavy use areas, poor ground conditions, wet weather or to protect tree roots.

EXAMPLE:

1. Vehicle management plan/site rules

- a. Only essential vehicles will be permitted access to the site. We look to reduce vehicle access and seek alternative/offsite arrangements where possible. For example, only ten out of our forty traders will be issued with a vehicle access pass (based on an assessment of requirement/goods sold).
- b. All vehicles requiring access to the site will be known to the event organiser and will have been issued with a pass to gain access at a specific time/for a specific time-period e.g., to remain onsite OR access for deliveries/collections only.
- c. Event control hold details of all passes issued, including contact details for vehicle owners who have been granted consent to access the site.
- d. A check-in point will be established at the access point.
- e. Access passes must always be displayed in vehicle windscreens.
- f. A one-way system is imposed with a designated egress point.
- g. Vehicles will be escorted onto site by a nominated traffic marshal.
- h. Traffic Marshals will be trained and briefed and competent to conduct the role. They will be wearing high visibility jackets and appropriate PPE for the expected weather conditions on the day of the event.
- i. A strict 5mph speed limit will be imposed and will be managed by the traffic marshals.
- j. No vehicle movement will be allowed from half an hour before event open until the site manager confirms vehicle movement can re-commence post event.
- k. Associated risks of vehicle/pedestrian interaction are considered in our risk assessment.

2. Specific arrangements e.g., accreditation, schedules, onsite parking areas, vehicle exhibitions, heavy/long loads.

- a. **Times/dates:** During build/break days permitted vehicles displaying their passes are allowed to enter between the hours of 8am-6pm only. On the event open day vehicle movement is permitted from 8am-11.30am and again, once authorised by the site manager half an hour after event close, from 4.30-6pm (no vehicle movement 11.30am until 4.30pm, event open 12.00- 4.00pm). The access point will be controlled outside of these hours to prevent unauthorised entry.
- b. **Staff schedules:** There will be always at least six traffic marshals in attendance. Locations marked on the site plan.
- c. **Accreditation:**
 - a. Trader pass (drop off /collection only) = blue (10 issued)
 - b. Contractor/staff access = green (8 issued)
 - c. Vehicles to remain on the event site = red (2 issued – medical support and refrigeration vehicle)
 - d. Staff/contractor parking area = yellow (6 issued)
 - e. Vehicle exhibition = purple (6 issued)
- d. **Breakdown of vehicle numbers for different areas** – see above
- e. **Special considerations** – None, there are no heavy vehicles/long loads or specialist lifting equipment
- f. **Parking arrangements** - Essential parking (yellow pass) will be separate from the public arena as marked on the site plan. The parking area will have its own designated entry/exit (separated from pedestrian event access). A traffic marshal will always monitor access/egress from this area.

- g. **Vehicle exhibition** – exhibition vehicles will be in the exhibition area as marked on the site plan. Vehicle movement will be strictly controlled as defined above - no vehicle movement when event open. See risk assessment for associated hazards and measures in place to reduce risk.

3. **Ground protection**

- a. No parking/driving will be permitted underneath the canopy of trees
- b. Trackway will be used in high impact areas as denoted on the site plan (access point only).
- c. Ground checks will be conducted prior to the event, if the ground condition is poor, contingency plans are on place for additional trackway to be used. We will contact the venue to discuss plans should we have any concerns about damage to the ground.

SECURITY AND CROWD MANAGEMENT

We need you to describe your security management arrangements. The following points are essential for all events:

1. Provide an overview of your security and crowd management plans. Consider of any high-risk areas (e.g., stages, bars, restricted access areas).
2. Include details of security/steward numbers and competencies

EXAMPLE:

- The level of security provision has been considered and established through a combination of experience (repeat event), through risk assessment and through liaison and planning with the appointed security provider (SIA registered provider).
- The site layout has been designed to facilitate suitable access/visitor flow. Capacity and emergency egress calculations and have been conducted and are shown in Appendix A (provide details for overall event and any enclosed areas).
- The event is restricted access / ticketed so maximum numbers on site are known and access is controlled.
- A security plan has been provided by our security provider which outlines their roles and responsibilities onsite and how incidents such as overcrowding, or emergency evacuation will be managed.
- Security provision is made up of 10 SIA registered security who manage areas of potential conflict or where crowding may occur (bar, access, and egress points). The event layout and programming has been considered. Security provision will also include a security manager who will have overall responsibility of the security personal and stewarding team (via stewarding manager).
- When the event is closed to the public the SIA provision will reduce to five marshals as defined on the security location map provided. This includes the overnight provision – there will be no lone working and no infrastructure will be left onsite overnight unattended.
- There will a team of twenty voluntary stewards who will be managed and briefed by the stewarding manager. All will have specific roles and areas of responsibility that will be defined.
- All security and stewards will be fully briefed prior to the event and again at an onsite briefing upon arrival to site.
- All security and stewards will be in contact via radio comms.
- All security and stewards will wear high visibility jackets whilst onsite.
- Local Police have been informed about the event via [Notify Police Events](#) and their advice has been taken into consideration in our planning.
- Charity collections will take place and have the required permissions have been sought via [Charity Collection Licensing](#). SIA security is aware of collection points and cash handling procedures.

INFORMATION AND WELFARE

This is a self-certifying section of the application; the Applicant is required to confirm compliance. However, the following example responses have been provided as they may be useful for consideration when preparing supplementary information or your Event Management Plan.

EXAMPLE:

- **Information / organiser contact point:** There is a clearly marked information point onsite. All staff and stewards will be wearing high visibility tabards. A robust communications structure is on place for the reposting of any incidents. All staff and suppliers are fully briefed on this and have instructions of their roles and who to contact in the event of an incident. The information point staff are full briefed in our procedures and action to be taken in the event of an accident, incident, or complaint.
- **Safe-guarding minors & vulnerable person's;** A Designated safeguarding lead has been appointed and has defined responsibilities to include the management and delivery of lost persons procedures. All staff directly involved will have recent CRB checks (not more than 3 years). All policies/procedures are in line with current legislation e.g., for child protection; The Children Act 1989/2004, The Child Protection Act 1999/2004, Keeping Children Safe in Education, The London Child Protection Procedures.
- **Equal opportunities:** The site layout has been designed with accessibility to all in mind. The site is open, flat, and accessible. Blue badge parking is available near the event site (as shown on the site plan). The company's existing equal opportunity's policy will be extended to all aspects of the event delivery. Any feedback or concerns will be feedback to the event manager and will be considered in future event planning.
- **Complaint's procedure:** Any issues, incidents or complaints will be logged at the information point. Staff will be fully briefed in the recording procedure and how/who when to escalate any incidents e.g., should there be a noise complaint the stage manager and event manager would be notified immediately in the first instance. The Event Manager will be responsible for feeding back to the venue in a timely fashion, so that they are aware of any incidents that may have occurred.

ENVIRONMENT

We need you to describe your arrangements and approach towards minimising disruption, including:

1. Noise Management (essential where the proposed activities involve music or amplification, or otherwise have the potential to cause noise disturbance)
2. Sanitary Arrangements (self-certification)
3. Waste Management (self-certification)
4. Sustainability

EXAMPLE**1. Noise management:**

- a. Special consideration has been paid to areas of potential noise e.g., recorded music and generators.
- b. All generators will be super silent models.
- c. The stage layout and speaker direction have taken closest residences into consideration (they will be directed towards an area of open space and away from closest residences).
- d. The PA is supplied by a competent provider and is appropriate for the scale of the event.
- e. The risk of noise pollution is low (regular repeat event with no history of noise complaints), so we will not appoint a noise management specialist to measure the sound levels onsite. Instead, a sensible approach will be adopted; a nominated member of staff will walk the perimeter of the event at regular intervals to monitor the sound and adjust as required.
- f. A letter drop will be posted to the surrounding roads (list roads to make them aware of the event and so they have a contact should there be any issues).
- g. Any issues or complaints will be recorded, and the event manager will be informed immediately to make the required adjustments i.e., lower the sound levels.
- h. We are aware of the noise limits detailed in the Code of Practice for Environmental Noise Control from Concerts 1995
- i. We will consider the [Control of Noise at Work Regulations 2005](#)

2. Sanitary arrangements

- a. Sanitary provision will meet minimum requirement - see industry guidance such as [The Purple Guide](#)
- b. We will provide X toilets, X urinals and X disabled units. This is based on a calculation of X capacity (50/50 split of male/female), X hours event duration and bar present onsite.
- c. In addition, we have consent to use nearby facilities at X where an additional X toilet are available.

3. Waste management

- a. We have a team of voluntary litter pickers. All will be fully briefed and provided with appropriate PPE. There will be a supervisory role and the supervisor will report directly to our site manager.
- b. We have employed the services of a waste management company to supply onsite bins for general waste and recycling. The level of provision is based on previous experience and the recycling units provided will take into consideration the expected waste that will be generated by our onsite catering unit.
- c. Waste will be removed from site by our waste contractor who is a registered waste carrier: <https://www.gov.uk/register-renew-waste-carrier-broker-dealer-england> - certification will be checked in advance.
- d. It is our intention to remove all event-generated waste from the site. We will monitor the surrounding waste facilities on the event day (i.e., existing park bins outside of the event site), and we will notify the events service immediately if these facilities are directly impacted by our event.
- e. It is our intention to leave the site as found, our site manager and litter picking supervisor will conduct a final walk around prior to leaving the site to confirm all litter has been removed. The site manager will not leave the site until this has been completed.

4. Sustainability policy, current arrangements, SUP's & Festival Vision 2025

- a. Our waste supplier will be providing recycling units across the site. We have collaborated with our traders to try to understand the type of waste that will be generated, and the recycling facilities provided will reflect this.
- b. Our waste contractor will provide a full report of the types of waste generated by type and weight – this will inform our future planning, so that we can ensure year on year improvement and aim to increase the recycled waste and reduce the waste going to landfill.
- c. We will collaborate with our traders to ensure appropriate and 'green' consumables are used onsite. No single-use plastics will be permitted. Our trading manager will collaborate with our suppliers to ensure this.
- d. We will seek environmentally considerate suppliers– this will include our power suppliers and use of a super-efficient generator only.
- e. We will promote a 'green' message in our pre-event publicity and will be encouraging visitors to cycle or walk to the event – cycling racks will be provided as shown on our site plan.
- f. We will refer to suitable guidance sources to seek best practice options for our event:
 - i. [Julies Bicycle Resource Hub, in particular: Waste Management at Outdoor Event Guide](#)
 - ii. [Raw Foundation Plastic Free Events.](#)
- g. We commit to signing up to [Festival Vision 2025](#)

EMERGENCY PLANNING

We need you to describe your emergency arrangements. Points 1-3 & 4a-c are essential for all events.

1. **Communications** structure, specific arrangements, and emergency contacts
2. **Medical plan** (inc. First Aid arrangements)
3. **Fire protection plan**
4. **Procedures for incidents**
 - a. Lost persons
 - b. Fire (initial response)
 - c. Evacuation

EXAMPLE

1. **Communications** – a communications diagram has been provided to define the communications/reporting structure onsite. The production manager (site infrastructure), trading manager (stalls and catering) and stage manager (artists and technical production), will report directly to the site manager who will have overall responsibility for these areas. The information point staff, litter pickers, security/stewards and medical team will report to the Operations Manager who will be responsible for these areas. The operations Manager and Site Manager will report into the Event Manager who has overall responsibility.

Contact details of all staff and suppliers are held by the information/organisers point. All will be always contactable by radio and mobile when onsite (radios may be held by team supervisors not every individual). Emergency contact details will also be held including local police and A&E details (these contact details will be checked and updated in advance of the event and will be included in our Event management Plan and will be held by the Event Manager and information point staff).

2. **Medical:** The level of first aid provision has been risk assessed and considers the nature of the event/activities taking place, audience numbers and profile and the layout of the site (see medical risk assessment). There will be 4 x emergency first aid responders onsite for the event open period and two at all stages during build/break. They will have first aid supplies which will be checked and in-date. The provision will meet the requirements of The Health and Safety, First-Aid Regulations 1981.

3. **Fire protection plan:** where areas of risk have been identified (via our fire risk assessment), the affected suppliers will be required to provide suitable firefighting equipment e.g., for generators, electrical equipment including the stage PA or where any onsite cooking is taking place. No LPG cannisters will be present onsite. The site manager will be responsible for checking the fire protection equipment and that it is all in place prior to the event opening. Should any equipment be missing/faulty or out-of-date we will have back up provision onsite which will be deployed to the required area. The site manager is also responsible for preparing the fire risk assessment and ensuring its commitments are met onsite at the event – they will do a final walk around and sign off prior to the event opening to the public. It is an outdoor event with no enclosed areas or boundary fence (**Note: where the site or areas within the site are enclosed e.g., a big top tent, capacity and egress calculations should be provided**).

4. **Procedures:**

- a. **Lost Persons** – Our designated safeguarding office (insert name) will be responsible for managing lost persons procedures onsite. They will work closely with the security and stewarding personnel to co-ordinate a response and any searches as required. Special consideration will be paid toward lost children or venerable persons.

- **Missing persons**

- i. In the event of a missing person being identified a description will be taken (age, sex, last known location, time missing) and will be passed to staff and security personnel who will co-ordinate a search of the site. Details of a child's name and other sensitive details will not be passed openly and will be held by the head of security and safeguarding lead only. If it is a missing child, a member of staff will remain with the parents or guardians who will be encouraged to stay at the meeting point (or to return there frequently if they prefer to search for the missing child).
- ii. The police will be contacted if the missing child is not found within the following timescales (under 8 years = 10 minutes, 9-13 years = 15 minutes, 14-17 years = 25 minutes).
- iii. Our reuniting procedures will be followed when reuniting the involved parties (no child will be returned to an adult without further checks should there be any reluctance from the child to re-join the parent/guardian).
- iv. Once a missing person has been found, staff will be advised to stand down the search.

- **Found Persons**
 - i. Regular announcements will be made to direct anyone who has become separated from family or friends to go to the information point.
 - ii. Lost adults should be referred directly to the event information point.
 - iii. If an unaccompanied child is identified, they will be taken to the information point – the designated safeguarding lead (who will have an enhanced DBS certificate – no more than 3 years old), plus a second event representative will then take the child to the welfare area (adjacent to the information point). Two members of staff will always remain with the child. They will reassure the child take key details which will be logged.
 - iv. Security will be notified to co-ordinate a search.
 - v. If a parent/guardian is found, they will be taken to the welfare tent and the re-uniting procedures will be followed. The search will be stood down.
 - vi. If a parent or carer is not located, the police will be contacted and made aware.

- b. **Fire (initial response)** - All onsite staff and suppliers will be briefed on the required actions in the event of a fire. This will include reporting to security who will provide the initial response and informing the information point (so that they can support and function as a communication point). The security team will be aware of the locations of fire protection equipment, they will be trained in its use and will be briefed on the required procedures. Supporting members of security (i.e., not the person performing the initial response) will inform security control (who will initiate a backup response /call emergency service if required) and will consult with the event information point so that they can function as a communication point and inform key personnel – Site Manger/Event Manger etc. The security manager, working in liaison with the event manager, will coordinate a partial or site wide evacuation as required.

- c. **Evacuation** - The security manager, working in liaison with the event manager, will coordinate a partial or site-wide evacuation as required, depending on the nature of the incident. A loud hailer will be used to relay information to attendees. Stewards will guide people to the emergency exits (and they will be briefed by their manager as to the type of evacuation required). Sample Scripts are as follows:
 - **Partial Site Evacuation** “Ladies and gentlemen, due to an unforeseen incident it has become necessary to evacuate this area (or name area). Please take your valuables and make your way away towards... (add area) as quickly and calmly as possible. Please follow the directions of stewards and await further instruction.”
 - **Full Site Evacuation** ”Attention Please. Due to unforeseen circumstances, the event must be closed. Please leave the event site as quickly and calmly as possible. Your assembly point is.... (Add location). Please follow the directions of stewards. Thank you for your assistance.
 - **Further notes/actions:**
 - i. Stage Managers/event staff to arrange for music to be switched off
 - ii. Stewards to ensure emergency vehicle access points remain clear
 - iii. All staff to assist in clearance of affected area(s)
 - iv. Stewards primary focus will be keeping the main body or group of evacuees moving in the correct direction
 - v. A secondary sweep may be required to engage and remove remaining individuals (special consideration must be given to assist those with disabilities or vulnerable groups such as those with young children).
 - vi. A temporary perimeter line will be established at a safe distance to prevent re-entry, and to assist/guide emergency services as required.

RISK ASSESSMENT

- See ‘[Application Guidance](#)’ and ‘[Risk assessment template](#)’ on [Hold an event in a park or open space](#)