

Safety Advisory Group

Guidance for event planners in Redbridge

April 2017

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1. Quick Links for Event Organisers

1.1 Planning an Event

Are you looking to plan an event within the Borough of Redbridge?

Please see some key links below to help with this, as well as the key information throughout the rest of the document.

- [Booking a venue or land in Redbridge](#)
- Road Closures for events: Please contact HighwaysG@redbridge.gov.uk for more information
- Using the Town Centre for events, find the application form [here](#)
- [Obtaining licences for alcohol and entertainment](#)
- [Notifying the Police of an event on the highway](#)

1.2 Key guidance around events:

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

<http://www.thepurpleguide.co.uk/>

<http://www.londoneventstoolkit.co.uk/>

2. Events to be considered by the Safety Advisory Group

The SAG shall consider applications usually for events that are expected to attract more than 500 people at any one time and for any event that is held on a street or highway. This will include:

- Outdoor temporary events that require a Premises Licence under the Licensing Act 2003;
- Indoor temporary events that require a Premises Licence under the Licensing Act 2003 where temporary infrastructure such as staging, lighting rigs, barriers and PA systems will have to be brought in specifically for the event;
- Events taking place on land owned and managed by Vision Trust or public roads in Redbridge for which the Council or Transport for London is the Highway Authority;
- Any other temporary event (including events that do not fall to be licensed under the Licensing Act 2003) which the Chair in consultation with other members of the SAG believes the SAG should consider;
- Events planned with a capacity of less than 500 where it is considered appropriate in the individual case and which the Chair in consultation with other SAG members will determine

2.1 Information needed by the Safety Advisory Group

Event Information is required to be sent to SAG@redbridge.gov.uk for example the Event Management Plan and the Risk Assessment (Further information can be found in [Section 3](#). This is so the SAG can effectively provide guidance and safety information for your event,

Information needed 6 months before the event in the planning stage by:

- Events of 5,000 or more on open land, or
- Events of 200 or more on public highway

Information needed 3 months before the event in the planning stage by:

- All other events

Submission of proposals within these time-frames will enable full consideration of events and plans and provision of best practice advice. Any revisions post the SAG meeting would need to be submitted at least a month before the next SAG meeting, or a month before your events.

There are a range of small scale events that may require licensing under the Licensing Act 2003, or that present a minimal public safety risk (e.g. a community fete giving a Temporary Event Notice to enable the supply of alcohol). The Chair, in consultation with other parties comprising the core membership, shall determine whether such applications need to be considered by the SAG. Small scale events that do not need consideration by the SAG may have any proposals and event documentation considered by the Chair, in consultation with other core members.

3. Event Management Plan

A good Events Management Plan should include the following layout, even for small events;

- Introduction
 - Aims and objectives of the event
- Health and Safety Policy Statement
 - Organisational Policies (Drugs, Alcohol, Equalities)
- Event Details
- Estimated attendance & demographics
- Content Description
- Venue summary and scaled detailed Site Plan
- Event Planning Process
 - Roles & Responsibilities – organisational hierarchy
- Licensing conditions
 - Addressing the licensing objectives
- Event Communications Plan
 - Radio & Telephone Contacts
- Event Risk Assessment & Method Statements (RAMS)
- Production schedule
 - Details on Contractor Management & Construction Design Management (If applicable)
 - Infrastructure and Equipment list including specifications and RAMS of structures
- Health and Safety Monitoring arrangements
- Accident & Incident Reporting arrangements
- Site Accessibility Provisions and procedures
- First Aid Assessment and Provision
- Lost & vulnerable persons procedure
 - Children and safeguarding policy
- Lost Property
- Staff Welfare
- Waste & Re-cycling Procedures and plans

- Environmental Impact
- Caterers
 - Hygiene Certificates, Council Registration, Insurance, RAMS, HCAAP & Allergen information
- Trade and vendor procedures
- Drinking Water
- Sanitary Facilities
- Transport, Traffic and Highways
- Control of noise
- Public Liability and Employers Liability Insurance
- Security, Stewarding and Volunteer Marshal Plans including deployment plan
 - Copies of detailed staff briefings
- Fire Risk assessment and Fire Prevention Plan
- Emergency Plans
- Contingency Plans
- Marketing & Communications Summary