OXFORD CITY COUNCIL

Oxford City Council Safety Advisory Group

Constitution and Helpful information

Part 1: Introduction

In his report into the Hillsborough Stadium Disaster, Lord Justice Taylor recommended that local authorities (local councils) should set up Safety Advisory Groups (SAGs), to assist them in exercising their functions under the Safety of Sports Grounds legislation.

Whilst there have been no similar major disasters at musical events within the UK, there have been notable crowd-related incidents and SAGs, although not recognised in legislation, have become widely accepted as being a best practice approach to improving safety at events and gatherings of large crowds, across the board.

It is for the above reason that Oxford City Council has established its own SAG (here in referred to as 'the SAG'). This document has been written and developed in order to provide a single point of reference to SAG members and event organisers alike.

The SAG is made up of core members from the council and county council, the police, the fire and rescue service and the ambulance service. Its primary role is to promote and encourage high standards of public safety and wellbeing at events held in the area and does this by providing event organisers with appropriate advice, sign-posting and guidance at regular meetings.

This document has been written and developed having had regard to 'The UK Good Practice Guide to Working in Safety Advisory Groups' published by the Emergency Planning College, July 2019.

Part 2: Terms of Reference

Aims/Objectives

The SAG has been established in order to achieve the following aims:

- To promote the clarity of roles and responsibilities relevant to the event(s) within the SAG's remit;

- To establish clear timelines for the provision of paperwork to the SAG and agree attendance and timelines with organisers;

- To advise the local authority and/or event organiser in order to ensure high standards of health and safety;

- To promote the principals of sensible risk management and good practice in safety and welfare planning;

- To promote a consistent, coordinated, multi-agency approach to event planning and management;

- To advise the local authority and/or event organiser in respect of the formulation of appropriate contingency and emergency arrangements;

- To provide the local authority and/or event organiser with appropriate advice, sign-posting, legislation and guidance to assist with the delivery of a safe event;

- To encourage arrangements to be made to minimise disruption to local communities;

- To consider the implications of significant incidents and events relevant to their venue(s) and events;

- To consider the implications of significant incidents and events relevant to the surrounding areas and facilities;

- To consider emerging threats to events, such as terrorism methodologies, drone use and the still developing threat of cyber terrorism and deniability of service;

- To receive and consider reports relevant to debriefs, visits and/or inspections of the venue or event.

The SAG will operate in the following ways:

- Offer advice in order to ensure the highest possible standards of public safety at events and to encourage the wellbeing of those who could be affected by such events. In this context, the 'public' includes not only those attending the event, but also those in the surrounding areas who may be affected by it;

- The SAG is not responsible for reviewing safe systems of work of the event organisation or crew. However, it will be relevant to consider the consequences of work-related incidents during periods of public access;

- The SAG does not make any decisions on behalf of the local authority or other agencies as its role is advisory and as such it has no authority to either approve or ban events;

- The decision-making authority is typically the local authority, which may be the chair of the SAG. Where other agencies may exercise their own statutory decision-making authority it is stressed that this is the determination of that authority and not the SAG;

- The overall responsibility for the safety of persons at an event will lie with the event organiser, venue owner or operator and management team;

- Members of the SAG must declare any material conflict of interest in relation to any matters put before the group before any discussion on that matter. Should this conflict of interest be considered prejudicial, that person should consider withdrawing, to be replaced by an appropriate party agreed with the group;

- The SAG will have arrangements to ensure that appropriate records of procedures and meetings are maintained;

- The lessons learned via the SAG processes and procedures will be applied for the benefit of all events within its area of responsibility.

Release of SAG minutes and confidential information

The action notes collated during SAG meetings, or their subgroups, will be held by the Council as a public record and be subject to the Freedom of Information Act 2000 and the Data Protection Act 1998. The meetings will be recorded and held by the Council, but not publicly available.

All SAG members are to be made aware that some information disclosed in SAG meetings may be confidential or commercial information of a sensitive nature, which should remain between SAG members and the event organisers and not be disclosed to any other parties unless agreed. In the unlikely event that it is deemed in the public interest to share such information legal advice will be take prior to disclosure.

Chairmanship

Chair of the SAG and therefore any SAG meetings is the Head of Planning and Regulatory Services for Oxford City Council.

Deputy Chair of the SAG is the Regulatory Services Manager for Oxford City Council. The Regulatory Services Manager will chair meetings of the SAG or correspond on behalf of the SAG in the Head of Planning and Regulatory Services' absence.

The SAG meetings will be chaired in such a way as to:

- Ensure that the group discharges its responsibilities fairly, effectively, efficiently and proportionately;

- Ensure that, where practicable, appropriate representation on the group;

- Ensuring that all members have the opportunity to participate;

- Ensuring that an audit trail of group processes is maintained.

Members

The following authorities/organisations are members of the SAG (in no particular order):

Authority/organisation:	Has responsibility for:	Contact details:
Core Members		
Oxford City Council	Organisation and administration of the SAG	SAG@oxford.gov.uk 01865 252558
Oxford City Council Licensing Authority	Regulation of alcohol, entertainment, late night refreshment, adult entertainment, taxis and private hire vehicles.	licensing@oxford.gov.uk 01865 252565
Oxford City Council Environmental Health	Health & safety, food safety, private water supplies, preventing public nuisance, street trading, charitable collections, animal licensing and skin piercing.	foodsafety@oxford.gov.uk noise@oxford.gov.uk 01865 252862
Oxford City Council Events	Supporting the safe planning and regulation of events and filming on Oxford City Council land.	events@oxford.gov.uk 01865 252407
Oxfordshire County Council Highways Authority	Maintain the highway network, ensuring it is safe and can be used by the public without obstruction. Secure and facilitate the movement of traffic along the road network. Contribute to securing the more efficient use of the road network and/or avoidance, elimination or reduction of road congestion to the movement of traffic.	Nick.Brown2@Oxfordshire.gov.uk Tynan.Nelson@Oxfordshire.gov.uk; 0345 310 1111
Oxfordshire County Council Emergency Planning	Managing County Council civil contingencies.	Andy.Brett@Oxfordshire.gov.uk
Thames Valley Police Tactical Operations Planning and Traffic Management	Public order, incident and emergency response, crime investigation and reduction, community policing.	Operations Planning Lead Planners: angela.cluley@thamesvalley.police.uk carol.rudd@thamesvalley.police.uk Tactical Operations: matthew.spenceley@thamesvalley.police.uk Operations and Road management: alex.bloomfield@thamesvalley.police.uk Road Policing: chris.hulme@thamesvalley.police.uk
Oxfordshire Fire & Rescue	Incident and emergency response and enforcement of fire safety legislation.	Michael Milling, Michael.Milling@Oxfordshire.gov.uk Dan Weeks, Dan.Weeks@Oxfordshire.gov.uk

South Central Ambulance Service (SCAS)	Incident and emergency response.	Ben.Keeble@scas.nhs.uk
Invited Members		
Oxfordshire County Council Trading Standards	Weights and measures, age restricted products, community safety, and animal movement.	Trading.standards@oxfordshire.gov.uk 01865 815000
Oxfordshire County Council Civil Enforcement	Parking and bus lane enforcement.	parking@oxfordshire.gov.uk Nassim.Akhtar-Ali@Oxfordshire.gov.uk 01865 815649
Oxford City Council Community Response Team Manager	Community Safety and CCTV	SManton@oxford.gov.uk
Oxford City Council Corporate Health & Safety	Corporate Health & Safety, human resources and organisational development	Healthandsafety@oxford.gov.uk 01865 252811
Oxford City Council Emergency Planning	Managing City Council civil contingencies.	emergencyplanning@oxford.gov.uk 01865 252513
Oxford City Council Building Control	Building Regulation applications, dangerous structures and demolition works.	buildingcontrol@oxford.gov.uk
Oxford Bus Company	Bus provision throughout the City.	servicedelivery@oxfordbus.co.uk
Stagecoach Bus	Bus provision throughout the City.	Abbey.Pettigrew@stagecoachbus.com

It is the responsibility of the authorities/organisations to supply a competent (based on knowledge, experience and training) representative for SAG meetings or where they are unable to attend, a suitably experienced or briefed deputy.

Members will aim to avoid sending multiple representatives to meetings, except where there are legitimate needs e.g. a training opportunity.

The SAG may agree to invite other authorities/organisations to attend a meeting or comment on a particular matter that is being considered, as appropriate.

Format of Meetings

Other than the SAG members and guests, as described above, attendance at meetings by event organisers will be by request or invitation.

The meeting will principally comprise of two elements; a discussion between members only followed by a discussion with invited event organisers.

A formal agenda, a standard format shown below at Appendix A, will be agreed and circulated 2 weeks before a meeting. Each SAG member must read the most recently submitted event documentation prior to meetings, which will be held on a confidential third-party application

platform.

Formal minutes will be taken by an Oxford City Council member of staff and be circulated amongst members and invited persons.

Frequency of Meetings

The SAG will meet on a monthly basis, with meetings to be generally held at 13:00 on the last Wednesday of each month. Meetings will be held in a video conference format on Microsoft Teams.

All attending members of the SAG are required to provide their name, job title and organisation for the completeness of the minutes.

Referring Events to the SAG

In deciding whether an event or activity needs to be referred to the SAG, the following factors will be considered:

- The nature of the event;

- Levels of risk within the event;

- Numbers of attendees (at any one time).

An event or activity may be referred to a full SAG meeting or it may be documents are circulated via email or file transfer sites so that members can review the information and individually feedback any concerns, advice via the SAG chair or direct to the organiser.

To assist the SAG in making this judgement, an event organiser should complete the event notification form attached at **Appendix B** and send it to SAG@oxford.gov.uk having had particular regard to the proceeding section of this document.

Timescales for Submission of Documents

In order for the SAG to be able to fully consider an event and/or event management plan documentation, an event organiser must contact the SAG via SAG@oxford.gov.uk well in advance of the event and any documentation no later than 2 weeks before a SAG meeting.

It is recommended that organisers aim to give the SAG 3 months' notice for small events (up to 500 people and/or those of lower risk) and six to nine months' notice for larger events (over 500 people and those of higher risk).

Additional notice periods need also be considered where an organiser may need to apply for a licence, road closure etc.

Terms of Reference Review

The terms of reference will be reviewed by the SAG annually in January.

Part 3: Guidance and Information for Event Organisers

Event Organiser Responsibilities

Acting as an event organiser is a huge responsibility. A person who occupies or is in control of a premises; be that a building or open space; has a legal duty to take reasonable steps to ensure that people that enter are kept reasonably safe. Employers and the self-employed also have a legal duty to keep workers safe, as well as a duty to keep volunteers and spectators safe from work activities.

As an event organiser, you must appoint someone competent to help you meet your health and safety duties, including writing the event management plan and health and safety risk assessments, for which there is further advice below. A competent person is someone with the necessary skills, knowledge and experience to manage health and safety. You could appoint (one or a combination of):

- yourself;
- one or more of your workers;
- an external person e.g. a consultant.

Whoever you choose will need to have a knowledge and understanding of your proposed event, the health and safety hazards involved and have the ability to adopt and develop safe systems of working.

Event Management Plan

Every event should have a written event management plan (EMP), which contains full organisational and safety arrangements, including a description of the event full details of all plans, policies, risk assessments and copies of insurance certificates.

The size of an EMP can depend on the numbers of people attending, site being used and nature of the entertainment or activities being provided.

It is important that those involved with the event are familiar with and understand the areas of the EMP that are relevant to their individual role and responsibilities and this may mean they should have read and understood the whole document.

Where accidents and emergencies occur, particularly causing people to be hurt or worse still, lose their lives, event organisers will be expected to provide documented plans and risk assessments to show that they did all the reasonably could to keep people safe. If something is not documented, it cannot necessarily be evidenced.

Attached at **Appendix C** is a basic template which gives examples of different areas an EMP might cover. This is not a complete list and clearly, not all areas will be relevant to every event but this should act as a starting point.

Risk Assessment

A risk assessment is a record of a thought process about what might cause harm to people and the identifying of reasonable steps to prevent that harm. It is not, as many believe, about creating huge amounts of paperwork, but rather about identifying sensible measures to control risks.

More helpful information about risk assessments in general, including a risk assessment template can be found on the Health & Safety Executive (HSE) website: http://www.hse.gov.uk/risk/controlling-risks.htm

Specific event risk assessment guidance can be found in the 'Guide to Health, Safety and Welfare at Music and Other Events', also known as the 'Purple Guide', further details of which can be found below.

Safeguarding & Vulnerable Persons

Vulnerability takes many forms and refers to either a temporary state that passes after a few hours (for example through consuming alcohol or drugs) or those with a more permanent vulnerability such as a lifelong medical condition.

Vulnerability may also attract or be the result of predatory persons engaged in criminality.

Consider how to make your event a safe space.

Consider:

- Staff training on vulnerable persons/predatory behaviour,
- How staff should either intercede themselves or report an issue to the correct internal staff that can intercede
- ensure the proper qualified staff & infrastructure is in place to provide welfare (i.e a supervised calm area near first aid provisions)
- what evidential opportunities might be needed should the police be required (security body worn video, staff statements etc)

- escalate an issue where needed to the appropriate authorities (i.e to the ambulance service or the police)

Applications to use Council-Owned Land

Certain Council owned parks and open spaces are available to be hired for events such as sponsored walks, concerts, shows, exhibitions, sports events or community days.

To find out more, contact the Events Team by email events@oxford.gov.uk .

Helpful Guidance and Resources

Title	Subject	Cost	Available from
Guide to Health, Safety and Welfare at Music and Other Events 'Purple Guide'	This guide offers guidance on various aspects of event safety. It is written by event industry professionals. The guide evolves as certain areas are developed over time and is only available online.	£25 annual subscription fee	https://www.thepurpleguide.co.uk/
Chartered Institute of Environmental Health (CIEH) National Guidance for Outdoor and Mobile Catering	These guidance notes aim to provide a basis for a commonly agreed and consistent national standard in outdoor catering management. They seek to define acceptable food safety standards and health and safety requirements for catering at outdoor events.	Free	http://www.kfma.org.uk/PDF/Food%20legislation/CIEH_Outdoor_Mobile_Catering_Guidance.pdf
HSE Guidance on running events safely	General guidance around safety at events, aimed at event organisers but with some helpful information for contractors, workers and volunteers.	Free	http://www.hse.gov.uk/event-safety/
Organising Firework Displays	Guidance on firework displays.	Free	http://www.hse.gov.uk/explosives/fireworks/using.htm
Regulatory Reform Fire Safety Order 2005	Guidance on safety for large outdoor event places of assembly.	Free	https://www.firesafe.org.uk/regulatory-reform-fire-safety-order-2005/

Guide to Safety at Sports Grounds 'Green Guide'	The Green Guide helps sports grounds owners and operators calculate safe capacity for their venues.	£95 per copy	https://sgsa.org.uk/greenguide/
Organising a voluntary event a 'can do guide'	A guide for small community/voluntary type events providing advice on road closures, food safety, licence requirements and insurance.	Free	https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events

Appendix A – Standard SAG Agenda

1. Welcome and introductions between members only;

2. Review of documentation submitted by members only;

3. Event organiser invited to introduce their event;

4. Comments on event from members;

5. Horizon scanning of future events between members only.

Appendix B – SAG Event Notification Form

SAG Event Notification Form

Please complete and send this form to SAG@oxford.gov.uk which will enable the members of the SAG to determine the appropriate format for giving you advice.

Name of event:			
Type of event: *e.g. music festival*			
Start date and time:		End date and finish time:	
Is this a new event? *Please tick*	☐ Yes ☐ No		
Event organisers address:			
Event organisers phone number(s):			
Event organisers email address:			
Location/address of event (use grid ref. if necessary) and enclose plan/map if possible:			
Please explain, what (if any), publicity the event has had:			

Total number of anticipated attendees, inc. visitors, spectators, participants etc.	
Is this a free event?	☐ Yes ☐ No
Describe your target audience:	

Does the event involve any of the following 'licensable activities'?			
Sale/supply of alcohol:	☐ Yes ☐ No	Live or recorded music:	☐ Yes ☐ No
Exhibition of a film/films:	☐ Yes ☐ No	Performance of a play:	☐ Yes ☐ No
Performances of dance:	☐ Yes ☐ No	Boxing or wrestling:	☐ Yes ☐ No

Late night refreshment (being the supply of hot food or drink between the hours of 23:00 and 05:00 the following morning:	☐ Yes ☐ No
If the event involves any of the above licensable activities, have you applied for a premises licence or temporary event notice?	☐ Yes ☐ No
Does the event or any part of it take place on the highway?	☐ Yes ☐ No
If the event (or part of it) does take place on the highway, have you applied for a road closure?	☐ Yes ☐ No
Is the event likely to result in a significant increase in the volume of traffic from visitors to the event?	☐ Yes ☐ No
Will be car parking be provided?	☐ Yes ☐ No
If there will be car parking, please provide details: e.g. numbers/types of vehicles expected	

Will the event include any of the following?		Do you intend to undertake an appropriate risk assessment?
Temporary grandstands or structures including marquees or tents:	☐ Yes ☐ No	☐ Yes ☐ No
Temporary electrical or gas supply:	☐ Yes ☐ No	☐ Yes ☐ No

Fairground equipment:	☐ Yes ☐ No	☐ Yes ☐ No
Use of pyrotechnics, fireworks or special effects:	☐ Yes ☐ No	☐ Yes ☐ No
Provision of food and/or refreshments:	☐ Yes ☐ No	☐ Yes ☐ No
Areas for camping and/or caravanning/live-in vehicles:	☐ Yes ☐ No	☐ Yes ☐ No

Have arrangements been made for any of the following?	
First aid:	☐ Yes ☐ No
Communications e.g. two way radio:	☐ Yes ☐ No
Firefighting equipment:	☐ Yes ☐ No
Signage for access routes/car parking:	☐ Yes ☐ No
Provision of stewards/marshals:	☐ Yes ☐ No
Provision of door supervisors/security:	☐ Yes ☐ No
Refuse and litter control:	☐ Yes ☐ No
Welfare facilities e.g. toilets, drinking water:	☐ Yes ☐ No
Dealing with lost children:	☐ Yes ☐ No
Access/egress for emergency vehicles	☐ Yes ☐ No
Has an event management plan been prepared? *For further guidance, refer to:* • *The event management plan writing guide at Appendix C of this document; and* • *The various guides and reference material mentioned on page 8 of this document, notably the 'Purple Guide'.*	☐ Yes ☐ No

Appendix C – Event Management Plan Guide

The following prompts/headings are designed to guide an event organiser in the planning of their event and writing of a comprehensive event management plan (EMP). It is by no means a complete list; it is designed to highlight key areas of event planning and it is recommended that this be read alongside the Guide to Health, Safety and Welfare at Music and Other Events AKA the 'Purple Guide' (details of which can be found earlier on page 6), which provides more detailed guidance.

The Event	An EMP should begin with a brief description/summary of the event, including the name the event is being given and whether it is intended to be ticketed or free or free to ticketed individuals.
Date and times	Clearly set out when the event will take place i.e. when it is open to the public but also when the location is to be used for preparation and break down/tidying up after.
Event Organiser(s)	The name and day time/evening contact details of the organiser, including any mobile phone numbers and/or email addresses, should be clearly identified. If there is to be a delegation of roles/responsibilities to various individuals, this should be made clear and their contact details must be included too.
Type of activity/ entertainment	Explain all the activities planned for the event e.g. music, fireworks, specific type of sporting event. You must explain these in some detail as the type of entertainment can increase the risk of harm to event goers, for example; where there is to be music, explain which bands/artists have been/are intended to be booked and the style of music, as this will determine the type of audience the event will attract.

Target Audience	Be specific about who the event is aimed at and who it is likely to attract. This is interlinked with the type of activity/entertainment that is being provided.
	What is their age and gender? Will you be hoping to attract families, teenagers, under 25's, retired people? Will there be a mainly female audience or will it be mixed?
	Knowing your audience will help you to then plan other areas of the event, such as welfare and procedure for lost children.
	It is also sensible to explain what behaviour are you expecting from your audience and how will you control it. Have any lessons been learnt from a previous event if so, what changes are being made to ensure the behaviour of the audience can be managed? Audience behaviour may lead into other areas of your event planning, particularly if alcohol is to be sold or there is a likelihood of drugs being present.
Event location	Explain the location of the event and provide detailed maps of a suitable scale and size.
	You should consider, but not exclusively, the ground type, how level the surface is, any natural or unnatural physical features, whether the land is prone to flooding or being waterlogged in heavy rain.
	Also consider the proximity of the location to any roads, railways, coastline, rivers, trees, overhead cables etc. and the additional risks posed.
Maximum capacity permitted on site	Consider and explain what the size of each area within your event site is and how many people to expect to be able to accommodate, including any calculations you have made.
	Has adequate space been allocated for standing/seated spectators? Is there adequate camping and car parking? What open space is to be taken up by structures like stages, or by traders?
Admission of young children	Consider and explain how you will approach the potential for unaccompanied young people to attend your event.
	Do you have clear age limits? Are there areas which are age restricted and if so, how is this managed?
	If there are to be children at your event, it is essential to have a procedure in place for responding to children who have lost their parents and vice versa. This could include the designation of a 'lost child point'.

Pass outs & Re-entry	Explain if you will allow event goers to leave the event site and re-enter at a later time/date and if so, how this will be managed.
Temporary structures	Describe any temporary structures which you intend to use, such as seating, tents/marquees or staging. Explain where they are to be located, who is responsible for their construction and signing off as being safe. Ensure you allow adequate time for any temporary structures to be safely delivered and constructed prior to the event, then deconstructed and taken away after the event. Only employ competent, fully insured contractors and include their insurance within you EMP.
Traffic management	A traffic management plan (TMP) is an essential part of an EMP. An organiser should address the following: • how people will travel safely to and from the event; • the likely impact on public transport; • the likely impact on the road network; • car parking arrangements (and contingencies, should carparks become unusable due to weather); • any road closure orders applied for; • if additional road signage is required; • access for emergency service vehicles and so forth. • pedestrian movement to/from the event and within the event site.
Noise	You should consider how noise from the event will impact on those that live nearby and take appropriate steps to protect employees, workers and volunteers from harm caused by loud noise. To minimise the risk of noise, such as loud music, causing a nuisance to those that live nearby, consider how close the source of the sound is to residential properties, the location and whether it is normally peaceful, the type of noise (especially type of music), the duration of the noise and the effect which wind might have on carrying sound. Steps should be taken to protect employees, workers and volunteers from harm caused by loud noise, which isn't limited to loud music. They may also be at risk from noise from crowds, machinery and vehicles too.

Medical Provision and First Aid	Medical provision or first aid must be adequate and appropriate for the circumstances including the nature and size of the event. This means that you must provide sufficient first aid equipment (first aid kit), facilities and personnel at all times.

In order to decide what provision you need to make for your event you should undertake a first-aid needs assessment. This assessment should consider the circumstances of your event, the types of people attending and the workforce and the hazards and risks that may be present. The findings will help you decide what first-aid arrangements you need to put in place.

HSE has published guidance on all the factors above that will help you carry out your first-aid needs assessment and this is available at http://www.hse.gov.uk/firstaid/needs-assessment.htm |

Emergency/ Contingency Plans	You must have plans in place to respond effectively to emergency incidents that might occur at an event. Your emergency plan needs to be in proportion to the level of risk presented by event activities and the potential extent and severity of the incident. Consider the key risks to the event and those people present. Most event emergency plans should address the same basic requirements, to: - get people away from immediate danger - summon and assist emergency services - handle casualties - deal with the displaced / non-injured (e.g. at a festival with camping) - liaise with the emergency services and other authorities (and, where the situation is serious, hand over responsibility for the incident / emergency) - protect property Procedures for staff and volunteers to follow in an emergency should include: - raising the alarm - informing the public - onsite emergency response, i.e. use of fire extinguishers - summoning the emergency services - crowd management, including evacuation, where necessary - evacuation of people with disabilities - traffic management, including emergency vehicles - incident control - liaison with emergency services - providing first aid and medical assistance Appoint people to implement your procedures if there is an incident or emergency and make sure that all relevant staff members, no matter what their normal working role, understand what they should do in an emergency, e.g. the location of exits, emergency equipment, how to raise the alarm and from whom they should receive instructions. Emergencies can develop very rapidly. Make sure that you are equipped to move the audience to a total or relative place of safety without delay. The following will be helpful: - Plan escape routes and make sure they remain available and unobstructed. - Consider signs for people unfamiliar with escape routes.

- Light all escape routes sufficiently for people to use them safely in an emergency.

- Make sure emergency lighting complies with the requirements of BS 5266-1 http://www.bsigroup.com/. Use an independent power source, e.g. a generator, in case the mains electricity supply fails.

- If using floodlighting, lighting towers etc. as temporary lighting make sure it does not shine in people's faces along the escape route, making it more difficult for them. As an alternative, 'festoon lighting' along an escape route prevents glare.

- Plan how, where necessary, you will evacuate people to a place of relative safety from where they can proceed to a place of total safety.

- Plan to provide additional assistance to people with a disability, those with limited mobility and children.

- Where children are separated from their parents, as in crèches, play areas, make arrangements for their safe evacuation clear so that parents don't try to reach them against the normal direction of escape.

- All doors and gates leading to final exits, as well as site exits themselves, should be available for immediate use at all times. Check they are:

  - unlocked – if security is an issue they should be staffed not locked

  - free from obstructions

  - open outwards in the direction of escape

After the incident:

- Once the risk has been reduced to a tolerable level, you can consider restarting the performance / event.

- Only restart the performance after consultation with other key agencies on site, e.g. emergency services.

Also consider your procedures to stop the event in the case of an emergency and how you would transfer authority to the police in the event of an emergency. Always think about what you have learnt from previous events, what may have gone wrong, near misses or worked well.

Location and availability of services	Consideration should be given to the type and location of services to your site including water, sewage, gas, electric, telephone, including mobile phone signals or use of radios. Also consider the location and number of WC facilities including number of units, urinals, disabled and baby changing required.
Emergency services access/egress routes	Consideration should be given to access for emergency services to all parts of the site e.g. will emergency vehicles use the same route as normal or is there a separate route?
Fire/Explosion	Further guidance on fire risk assessments is available at: www.oxfordshire.gov.uk/residents/fire-and-public-safety/fire-and-rescue-service/fire-safety-advice/advice-businesses Fire prevention and rescue - GOV.UK (www.gov.uk) The EMP should clearly state how will you deal with emergencies? Who will have overall responsibility in the event of an emergency, who will be responsible for contacting the emergency services?
The emergency evacuation point location	Your plan should detail where this is located and what facilities will be required at this point. Consider the numbers of types of people attending the event, will they need first aid, food, drink and toilets?
Welfare	Consider the welfare of children and vulnerable adults and assessment of staff resources required. DBS checks required for supervision of lost children. Procedure to alert staff/police of lost child or vulnerable person.
Alcohol policy	Your plan should provide adequate detail on your age policy for alcohol, such as Challenge 25, use of wristbands and details of personal licence holders plus your child welfare/safeguarding policy. Consider how you promote the licensing objectives including the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm.
Drugs policy and procedure	Provide details on your drugs policy and the procedure for handling/reporting confiscations. Your policy should be clear to those attending the event to avoid confusion. Ensure you have adequate resources including staff and space for searches upon entry to the site. Detail how you will liaise with the police where issues arise.

Police/stewarding positions	Please consider types of stewards and marshals and where they will be positioned. Will SIA trained staff be required and ratio's. Detail training provided for stewards, marshals and volunteers.
Hospitality area	Your plan should provide details on location, size, facilities provided and hours of operation.
PA systems	Your EMP should provide details on whether they being used? Are they just for serious announcements or general use and who is operating the system. Are coded announcements being used, what are they and what do they mean?
CCTV	Please consider if this is being used, why, by who and who has access to images.
Communication procedures for radios	Your EMP should detail who will have access to them and when will they be used? Do you have a back-up system in case of equipment failure, how will you prevent misuse?
Are records being kept of incidents throughout the event	Your EMP should detail how and who maintains an incident log including what type of incidents are recorded, how is it being recorded, will any of the information be of a sensitive nature, how will you relay information to the relevant authorities if required?

| Examples of records required | This document is intended as an overview of the event and is not instead of a documented health and safety policy file which may include the following depending on the size and nature of your event:

Event safety policy statement

Event risk assessments

Plans of the site including emergency exits and traffic routes

Crowd management plan

Traffic management plan

Noise management plan including details of sound engineers/noise consultants

Emergency plan

First aid arrangements

Insurance details incl certificates

Safety certificates e.g. electricity, gas, structures such as bouncy castles, seating stands and stages

Extreme weather contingency plan e.g. heavy rain, strong winds, heat wave, ice and snow

Training certificates

Lost child policy and procedures

Contact telephone numbers and contacts in event of an emergency

Food safety documentation including risk assessments or safer food better business and training certificates |
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