

NORTH NORFOLK SAFETY ADVISORY GROUP

SAFETY
ADVISORY
GROUP

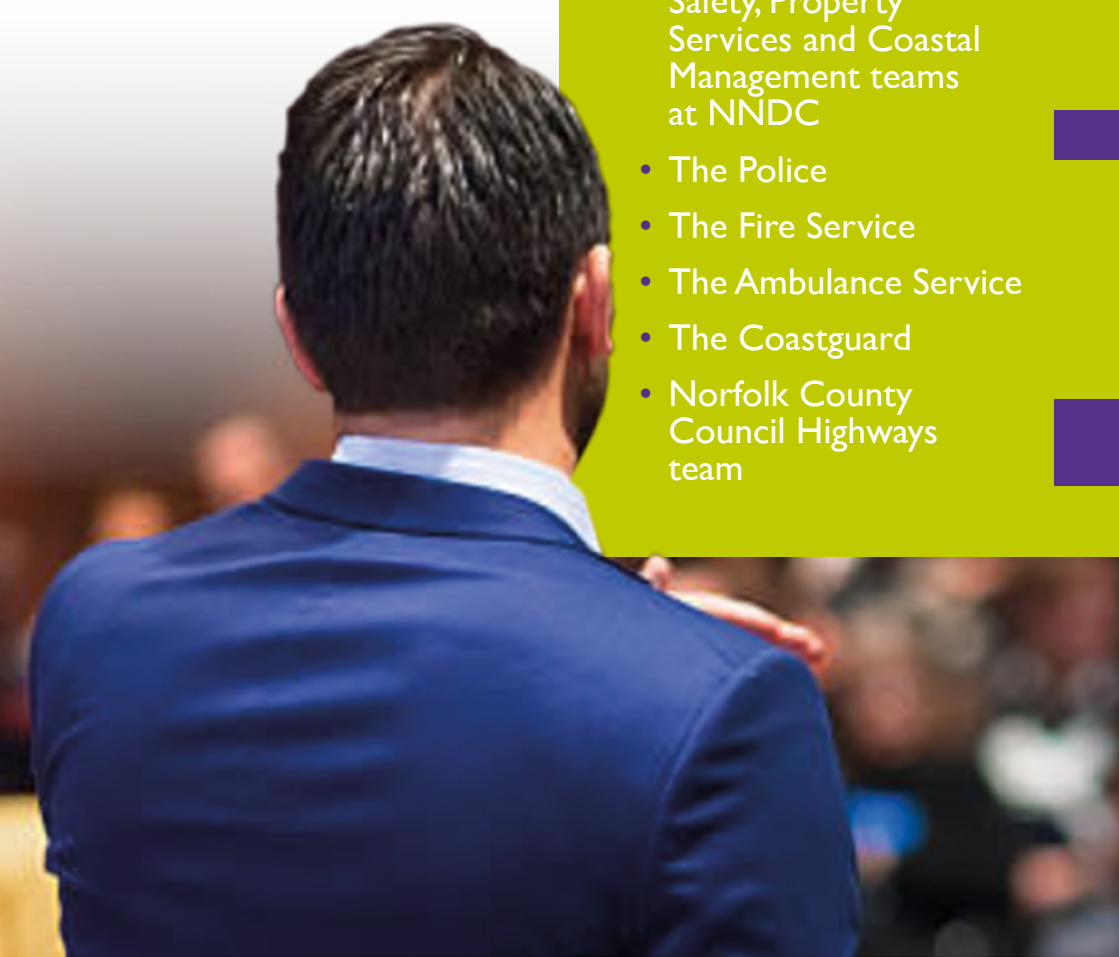
EVENT MANAGEMENT & PUBLIC SAFETY
"helping you to run your event safely and smoothly"



We exist to help you run your event smoothly and safely. The Safety Advisory Group works with event organisers to promote good safety standards at public events, to make the events better for everyone involved.

The Safety Advisory Group is run by North Norfolk District Council and includes:

- The Environmental Health including Public Health and Safety, Property Services and Coastal Management teams at NNDC
- The Police
- The Fire Service
- The Ambulance Service
- The Coastguard
- Norfolk County Council Highways team



We work with event organisers to provide practical advice on public safety (e.g. we will help organisers to create an event management plan).

We give advice on event planning and event management.

If required we can get together to talk through best practice.

Our aim is to promote best practice safety and welfare at events, promote good practice in safety and welfare when planning events, and minimise any issues or risks.

- Complete an Event Application Form - see www.north-norfolk.gov.uk/eventorganising
- NNSAG Members review the form and issue advice - this may be a request for an event management plan - this depends on the event size and type.

- An event management plan documents how the event will be delivered and managed.
- It helps organisers deliver a well-run and structured event.
- We provide an event management plan template or you can create your own.

EVENT MANAGEMENT PLAN CHECKLIST:

Please remember that if you are organising a specialist event or larger event then additional guidance may be necessary.

- type of event
- contact details of organiser
- location of event and permission obtained
- type of event
- event dates and times
- event outline
- event management structure
- contingency planning
- crowd management
- evacuation and emergency procedures
- communications
- traffic management
- licensing
- safety procedures and risk assessments
- fire precautions
- first aid
- welfare (toilets and water)
- catering
- contractors
- temporary structures (stage / marquee)
- security
- waste management
- lighting
- noise management
- lost children and vulnerable adults

OTHER PRACTICAL ADVICE

Your event may also require a Site Layout Plan, Risk Assessment and Traffic Management Plan.

SITE LAYOUT PLAN

This details emergency evacuation routes, fire and first-aid points, the location of event control, lost children's points, attractions, locations of generators, power or water sources, key distances and measures.

RISK ASSESSMENTS

Organisers have a legal responsibility to ensure the health and safety of employees, volunteers, contractors, the public and participants. A suitable and sufficient risk assessment should be completed to identify hazards and the potential to cause injury or harm. All events must comply with recognised safety standards. Event organisers must take all reasonable precautions to ensure events take place safely.

TRAFFIC MANAGEMENT PLAN

This plan explains how organisers intend to deal with any traffic issues caused by the event. This includes road closures or diversion routes. It identifies traffic risks and actions necessary to minimise those risks.

EVENT APPLICATION FORM

If you are organising an event please complete the event application form and consider whether you need to complete an event management plan. Best practice is to produce a plan as it will help with event management and delivery.

You may then be asked to attend a Safety Advisory Group meeting. This meeting is voluntary and is designed to help your event run smoothly and safely. We aim to provide the right level of advice to ensure your event is safe, and our advice and any decisions are proportionate to the event.

We will advise event organisers and make recommendations but it is an organiser's responsibility to implement the actions.

If there is a disagreement between the Safety Advisory Group and the organisers and there is a risk to public safety then individual SAG members, (e.g. the Police or NNDC Environmental Health officers) may decide to act to resolve the issue. This decision is separate from the Safety Advisory Group.

HOW CAN I FIND OUT MORE?

Additional information and documents can be found at www.north-norfolk.gov.uk/safetyadvisorygroup

There's a 'purple guide' written by the Events Industry Forum run in consultation with the events industry. It aims to help event organisers manage health and safety-particularly at large-scale events. There is a small yearly subscription charge for this service

www.thepurpleguide.co.uk



 **Norfolk** County Council



East of England Ambulance Service NHS Trust



NORFOLK
CONSTABULARY
Our Priority is You

