

Organising Your Event – Guidance Toolkit

Events are an important aspect of everyday life that encourage people to play a more active part in their local area. They may celebrate an occasion, raise funds for a good cause or simply bring people in a community closer together. Events attract visitors, which brings extra money into the local economy.

Whatever the occasion, organising a successful event is really all about good planning and taking sensible precautions where necessary and this toolkit has been designed to help you to deliver a safe and successful event. This toolkit will:

- ★ provide help and support for completing your online form
- ★ provide advice, guidance and handy tips to help you organise a successful event
- ★ provide links to other information that you may find useful when planning your event

What is an event?

In North Ayrshire Council an Event is defined as any planned and structured gathering of people. For the purposes of this toolkit, events fall into two broad categories:

1. Private Functions: these events are private, closed gatherings such as weddings, birthday parties, etc.
2. Public Events: these are gatherings open to members of the public. They can be free or ticketed.

Although some private events may require licenses or permits, particularly where the sale of food or alcohol is involved, this toolkit focuses mainly on the needs, requirements and guidelines for Public Events. Every public event is different and has different requirements but for the purposes of planning, the North Ayrshire Council Events Team has two principle sub-categories of public event: major events and minor events.

Major Events are any public event with one or more of the following characteristics:

- Events lasting more than two days
- Events with an anticipated attendance of more than 500 people per day
- Event including any of “higher risk” activities or elements including: fireworks, motor sports/moving vehicles, alcohol service, amusement rides, large stages or marquees requiring planning permissions

Minor Events are any public event where all of the following apply:

- Events lasting no more than two days
- Events with an anticipated attendance of less than 500 people per day
- Events with no high risk activities or elements

FIRST STEPS:

As mentioned, good planning is vital to a successful event. Every event is unique and will include different activities and require different planning procedures. If your event is brand new (meaning it has never been hosted in North Ayrshire before); it is recommended that you start by reading through this toolkit in detail and by scheduling a meeting with the Events Team. The North Ayrshire Events Team can guide you through the planning process and provide suggestions for how to make the planning and operation of your event as smooth as possible. As a starting point you need to:

- ★ be clear about what you want the event to be, what you want it to achieve, its size and scale

Once this assessment is complete then next consider the following:

- ★ how best to plan and share out the work
- ★ find out what bookings, permissions and licences you may need
- ★ think about common sense safety and access issues
- ★ decide on a realistic budget
- ★ how best to promote the event, what tools do you have to market this?
- ★ plan the days leading up to the event, so everyone is clear what is happening when
- ★ know how to keep everyone safe (general fire safety, food hygiene, health and safety)
- ★ find out if you need to close any roads
- ★ find out if you need any insurance as event organiser as you must have suitable insurance in place for your event
- ★ agree how best to 'Mop' up after the event ensure the site is left how you found it
- ★ Take note of what went well and what could be improved

All of the above are a general list of things to consider as event organiser, however it may be helpful at this point for you to also look at some government websites which provide information on all aspects of event planning. Please therefore check the Health & Safety Executive's website] [here](#) and on the DIRECT.GOV website [here](#) for more details.

Other useful official event planning guides include **The Purple Guide** which is available for a subscription (and is written by The Events Industry Forum). For more information on this guide please click [here](#).

[Timescales to bear in mind!](#)

Before you go any further please note:

- ✓ for major events (more than 500 people), please ensure you submit your Event Notification Form at least **12 weeks*** before the event takes place. For smaller events (fewer than 500 people) this should be at least **6 weeks*** before the event takes place especially if you require any licences.
- ✓ For events that require a temporary Traffic Regulation Order (TTRO) and/or Traffic Management which affects the public roads (i.e. road closures for a

procession), please complete your form with a minimum of at least **12 weeks*** (for large events) or **6 weeks** (for minor events) notice prior to the event.

* these timescales are a general guideline and may vary. so please be sure to submit your form and supporting documentation in timely fashion.

The North Ayrshire Event Notification Process

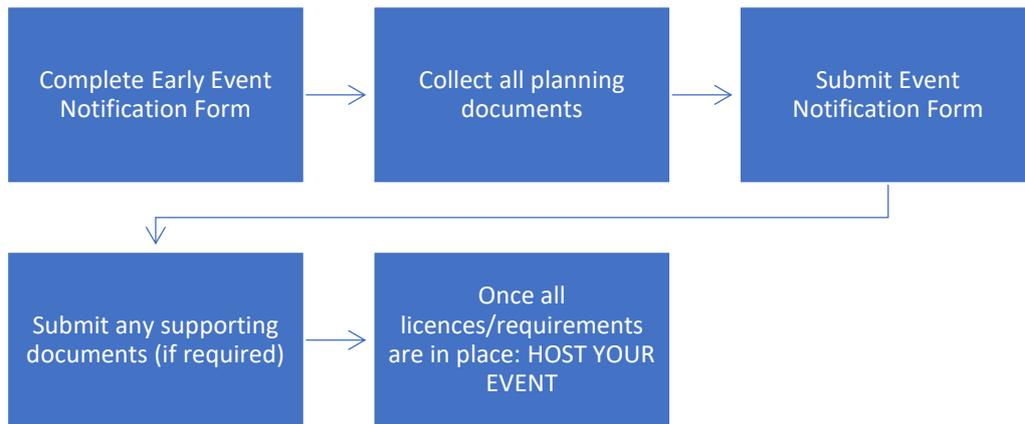
In North Ayrshire, the process of hosting an event has a number of steps and in general the process goes as follows:

1. Complete the Early Event Notification form (found here) as soon as you decide you wish to host your event. Do not worry if you do not have all the details about your event yet – the Early Event Notification is simply so that the Events Team can allocate your intended date and location in the Events Calendar.
2. Start to assemble all the necessary information and supporting documentation you will need to complete the Event Notification form using the timelines given in the previous section as guidance. Please make sure you have the following prepared:
 - a. Key event details such as all dates, timing, and contact information
 - b. Event details about programming, road closures first aid and others as required
 - c. Your first aid, medical and emergency plans
 - d. Your public liability insurance (as required based on guidance from your insurer)
 - e. A site plan showing where the major elements of your event will be placed. For any race or walking events, this should include a map showing the route participants will follow

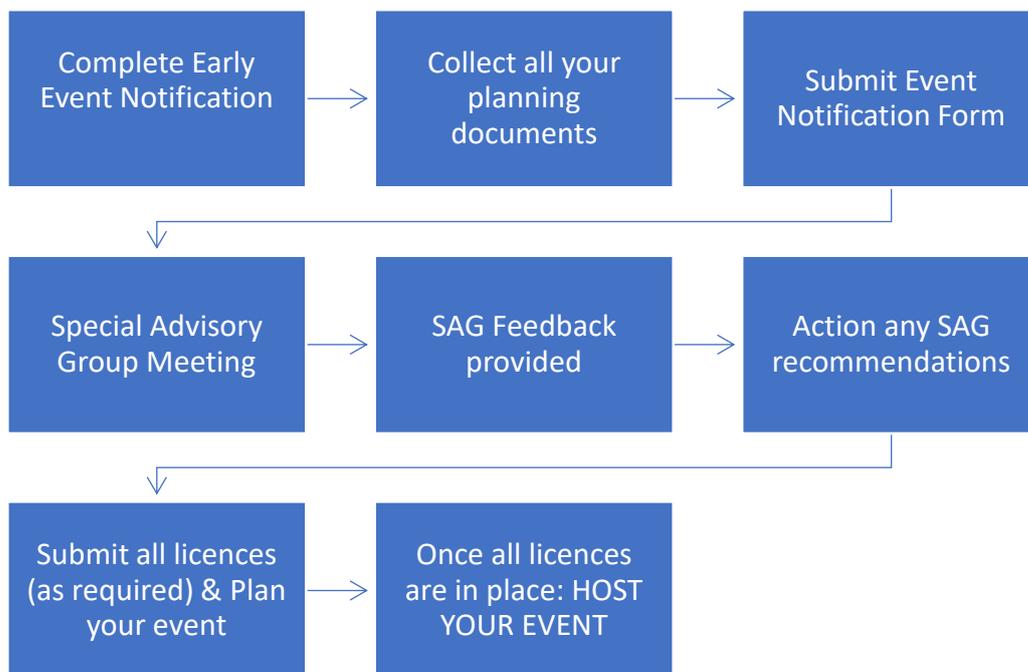
for more guidance on each of these items a. through e. please refer to the appropriate sections of this toolkit

3. Once you have all your documents ready to go, please complete the Event Notification form (found here).
4. On receipt of your Event Notification Form the event team will share your information with relevant services within North Ayrshire Council and other government agencies such as Police, Fire & Rescue services, NHS and Ambulance services.
5. You should now begin planning your event, including completing all additional licence applications, starting public promotions and arranging all your programming for the event.

MINOR EVENTS PROCESS FLOW



MAJOR EVENTS PROCESS FLOW



So, what happens with the Event Notification Form I complete?

As outlined in Step 4 above, on receipt of your Event Notification Form the Events team will share your information with relevant services within North Ayrshire Council and other government agencies such as Police, Fire & Rescue services, NHS and Ambulance services. We need to share this information to ensure that all safety requirements have been considered by you as event organiser and to allow for specialist guidance / recommendations to be provided where required.

Personal information will be shared with the 3rd parties listed above where applicable. Once the information has been received by the third party, the information will then be subject to

the third party's information handling procedures as a joint data controller. Any request for data privacy information at this point should be made to the relevant authority.

North Ayrshire Council will only retain your personal data for **3 years** from the date of last action and will then be destroyed in accordance with our retention schedule. Further details on information sharing and retention periods for your personal data can be found in our privacy notice and data privacy arrangement [here](#).

Event Planning Toolkit

This toolkit is a guide for planning and managing your event safely and in line with North Ayrshire Council requirements and expectations. It has 9 sections and is designed to help you complete the online Event Notification form. This toolkit contains a lot of information and as such, the Events Team recommends reading only the sections that you think will apply to your event. Please keep in mind that as the event organiser, you are responsible for the safety of yourself, volunteers, performers, traders and all attendees for the duration of your event and while this toolkit can assist you in planning your event it is recommended that you perform your due diligence to ensure the safe operation of the event.

The sections covered are:

Section 1: Key Contacts

Section 2: Event details

Section 3: Planning your event

Section 4: Site Management

Section 5: Roads and Traffic Management

Section 6: Health and Safety

Section 7: Temporary Structures

Section 8: Communication

Section 9: Event Organiser Checks & Uploads

Section 1 - Key Contacts

In this section, you are required to enter

- The name of the key event contact:
 - Where possible, it is recommended that the main event organiser complete the Event Notification form
 - Where that is not possible, at this section please enter the name of the person completing this form. If different from the event organiser please select your role in organising the event from the list of options available on the e-form.
- The mailing address for the primary event contact

- The main e-mail and phone number for the primary event contact
- Please enter the name of the Charity/Group/Organisation, which is organising the event. If it is a charity, please include the registered charity number in the space provided. We will also need the Charity/Group/Organisations registered address included in this section if applicable.

Section 2 - Event details and description

In this section, you are required to enter:

- the event name
 - the address where the event will take place; please also include the location the event for example: Mainland, Island, etc...
 - Please use What 3 Words to provide the details of the exact event location where an address is not available
 - Select if the event will take place on Council Land, Eglinton Country Park, or Private Land
 - if the event is on Council land as charges may apply
 - if the event is taking place at [Eglinton Country Park](#). Charges may apply for use of the facilities. For further information on this venue please click [here](#) for a copy of the map of the Park to see what event space is available to hire. Click [here](#) for general park information.
- ★ Should you wish to speak with the Visitor Services Assistant before completing your Event Notification form to discuss the facilities on offer and particular costs then please call **(01294) 551776**.
- if you are unsure as to whether your event is on private or Council owned land, please contact the Events Team at events@north-ayrshire.gov.uk for confirmation.
 - if you need help to pinpoint your event location use the link in the notification form to access 'What 3 Words' site. This site will allow you to identify an exact event site location. Please click [here](#) for a link to the website.

You will then need to provide the event start date and start time, followed by the event end date and end time

- In the next section please provide the date & time that you require access to your event site as well as the date & time when you plan to vacate the site following your event
- the actual event start date and time may be different from the date and time you require to enter or vacate the event site. Therefore, please specify the date, and time from which that access is required to the event site to allow the event team to set up. (Please ensure that you factor in some extra time if your event is likely to require a site inspection by North Ayrshire Council's Building Standards, Environmental Health or Licensing teams.)
 - from the list provided please select the type of event you wish to hold and provide a summary detailing your event requirements i.e. free/ticketed etc...

- please select the anticipated number of people who will attend your event. We understand that this may be an estimate at this stage, however by selecting the most likely attendee numbers here this helps us to understand the scale of your event and also helps you to get the right information and guidance for an event of that size within this Toolkit. It will also help you to get the right insurance cover for your number of attendees (if applicable).

Section 3 - Planning your event

In this section, you are required to select the types of activities you plan to have at your event. Please ensure that you tick all that are relevant at this early stage within your notification form. This section also needs you to consider if your event requires any sort of licence.

If you are hosting your event for the first time, it is highly recommended that you seek guidance from the events team prior to reading the remainder of the toolkit in order to determine which sections will be relevant for your event.

The next section will cover the following aspects which **may** be relevant to your event such as **Licensing, Electrical and Lighting requirements, Special Effects, Fairgrounds, Food, Drink and Water provision, Fireworks, and Animal Welfare.**

Please be aware that the following information is intended as a guide only and it will not cover **all** aspects that you will need to consider for your event. It is your responsibility as event organiser to ensure that you make yourself aware of everything that is required to run your event safely and legally.

Licencing

Many activities don't need a licence, however you should check any potential licensing requirements early on. This is because if you find out that your event does need a licence such as a **Public Entertainment Licence, Public Procession Licence, Street Traders Licence, Market Operators Licence**, etc... these can take some time to be processed and approved. Some take weeks, others can take months to be issued so please bear this in mind when planning your event and factor in the notice periods required into your event plan.

For more information on the types of licences that may apply to your event please click [here](#).

Applications for any licences should be made at least **six weeks** before they are required but it is advisable to give as much notice as possible in case your licence requires to be considered by North Ayrshire Council's Licensing Board or Committee (as this process can take months as the Board/Committee only meets on certain dates throughout the year).

| LICENSE TYPE | MINIMUM TIMELINE FOR SUBMISSION |
|--------------------------------|---------------------------------|
| Public Entertainment License | 6 Weeks |
| Street Trader Operator License | 6 Weeks |
| Street Trader Employee License | 6 Weeks |
| Market Operator License | 8 Weeks |

| | |
|---|----------|
| Permission for Public Charitable Collection | 6 Weeks |
| Notification of Public Procession | 6 Weeks |
| Occasional Licence | 12 Weeks |
| Extended Hours | 12 Weeks |

Key Points to note:

Licences which may apply to your event include:

- ★ Public Entertainment Licence
- ★ Street Trader Operator Licence
- ★ Street Trader Employee Licence
- ★ Market Operator Licence
- ★ Permission for Public Charitable Collection
- ★ Notification of Public Procession
- ★ Occasional Licence
- ★ Extended Hours

Public Entertainment Licence (PEL)

You will need to apply for a [Public Entertainment Licence \(PEL\)](#) if you plan to use any premises as a 'place of public entertainment'. This means any place (including land) where members of the public are admitted or may use any facilities for the purposes of entertainment. There are some exemptions to this and you can find this information on the NAC Licensing pages (please see the links below) for further information.

The legislation is partly based on national legislation, and partly on the local Council's Resolution. Every Council has its own Resolution, so it might be that things which need a PEL in NAC don't need a PEL in other Council areas. At present (although currently under review) the NAC Policy has an Exemption which covers some events -

"A place does not require a Public Entertainment Licence if

(a) it is either owned or operated by the Council (or both), or

(b) all four of the following conditions are satisfied -

(i) admission to the place is free of charge,

(ii) there is no charge for the use of any facilities for entertainment,

(iii) no donations towards the cost of the facilities or the costs of the place (such as rent, heating and lighting) are invited, and

(iv) the function is held by a charitable, religious, youth, recreational, community, political or similar organisation."

The Exemption does not cover fairgrounds where there is a charge. Some Events might have a 'community' element, but commercial operators are also on-site, operating 'rides'. They need Licences. There is no exemption for so-called "Small Kiddies' Rides".

If you are unsure if you require a PEL or if you would like to request an exemption, please contact the Licensing office here: licensing@north-ayrshire.gov.uk

Street Trader Licence

If there are other traders at an event, out-with the actual holder of the PEL, then these traders will require a [Street Trading licence](#) and organisers of local events should ensure that only licensed traders are invited to be present and trade at their event.

Market Operators Licence

The alternative to a Street Trading Licence is a [Market Operators Licence](#), where traders can group together and coordinate with each other and the event organiser and apply for a [Market Operators Licence](#) which is needed for carrying on e.g. a private market.

Each local event is different and unique but to ensure consistency throughout North Ayrshire, in terms of licensing we request that organisers be aware of the Street Trading requirements and only enter into arrangements with **licenced traders**.

Please make yourself aware of the type of licence(s) you may require for your event and should you need any advice or assistance or have any specific questions about licensing you should contact the Licensing Team directly for advice on licensing@north-ayrshire.gov.uk or for more indepth information on all of the licences listed above please click [here](#).

For a list of fees that may apply to the Licences as well as any other charges that may be applicable to your event, please click [here](#).

Electrical and Lighting

Event organisers and electrical contractors must consider **all** relevant safety aspects of the electrical and lighting requirements for your event and not just the overview provided below.

Key Points to note:

- ★ if you will be using electricity, gas or water for your event, you must ensure the facilities are safe and make sure any equipment you hire comes with a certificate of electrical safety
- ★ specific regulations apply for any outdoor events and therefore you should detail the locations of any electrical, gas or water facilities on your site plan
- ★ all electrical installations and equipment must comply with the general requirements of the [Electricity at Work Regulations 1989](#) and only competent persons should carry out electrical installation work
- ★ you will be required to carry out an event [risk assessment](#) which will cover electrical and lighting (please also see [Section 6: Health and Safety](#) for more information)

Please note that North Ayrshire Council *has the authority to carry out inspections at your event* to ensure that regulations are being applied with, for more information from the Health and Safety Executive on electrical safety at places of entertainment please click [here](#).

Electrical installations are a key aspect of any event. However, electricity can cause death or serious injury if the installation is faulty or not properly managed, therefore any equipment used should be suitable for temporary event supply.

Safety First!

As the event organiser you should appoint a responsible person with the necessary abilities and qualifications to take overall responsibility for the safe installation, testing, operation and deconstruction of temporary electrical installations.

Planning Electrical Installations – the basic requirements!

Some basic factors need to be considered when planning any electrical installation:

- ★ event site layout (performance areas, traders, public areas, access routes)
- ★ the power requirements for the event e.g. generators
- ★ access to and details of any mains (utility) power supply
- ★ the location of any existing overhead power lines or buried cables
- ★ environmental conditions (indoors or outdoors)

Please seek appropriate advice from those qualified to ensure that your event is safe and fun for everyone! For further information on electrical safety at events from the Health & Safety Executive please click [here](#).

Special Effects

The advice given in this section is intended as an overview and does not form a full list of all necessary requirements that you need to consider in order to safely run your event.

Key Points to note:

It is important to consider factors including:

- ★ the use of special and visual effects must be properly planned
- ★ any risks associated with special effects should be assessed by a competent person and effective risk control measures implemented
- ★ that adequate time and resources must be provided to prepared and rehearse
- ★ the arrangements must be made in cases of emergency

What the law says ...

Event organisers and special effects contractors have specific duties and obligations when at events (click on each link below for more information):

- ✓ the [Health & Safety at Work etc. Act 1974](#)
- ✓ the [Management of Health and Safety at Work Regulations 1999](#); and
- ✓ the [Provision and Use of Work Equipment Regulations 1992](#).

The above are examples of the main areas of law and relevant regulations for events planning special effects therefore please ensure you consult specialist contractors to get professional advice on anything you wish to include at your event.

Planning your event with safety in mind

The risks associated with the use of special and visual effects at an event must be assessed by a competent person. Event organisers should incorporate the findings of any contractors' risk assessments into their overall event management plan.

Essentially, event organisers should ensure:

- ★ that any personnel involved are competent for the work they are undertaking,
- ★ those working are given adequate information on the event
- ★ time for rehearsals and preparation is allowed
- ★ emergency planning is in place; and
- ★ anyone in charge of the special effects remains responsible at all times for advising on the safe planning and execution of the special effects

For further information on the use of special effects, please visit the Health & Safety Executive's page [here](#).

Fairgrounds

This section provides an overview of the steps event organisers have to consider ensuring the health and safety of the public using the rides and employees working on them.

Key Points to note:

If you are planning on having any amusements at your event it is important to consider the following areas (if applicable):

- ★ fairgrounds including individual rides, inflatable devices (e.g. bouncy castles), etc... will require a [licence](#)
- ★ what type of amusements and attractions will be present at the event?
- ★ what age groups are the amusements targeted at?
- ★ discuss with the amusement owner the best location of attractions to ensure the ground is suitable (the controller should devise a safe layout plan)
- ★ ensure a proper access for emergency vehicles, mark access routes on your site plan
- ★ ensure the layout of attractions allows safe circulation of crowds and include any social distancing rules
- ★ ensure that amusements are kept clean and are sanitised regularly

Guidance on safety of inflatable devices is available from MUTA, which manages the PIPA Inflatable Play Inspection Scheme, click [here](#) for more information on this.

The [Health and Safety at Work etc Act 1974](#) (HSWA) and associated health and safety regulations place duties on a wide range of people who are working at events. It is vital that everyone working at your event is fully briefed as to their duties prior to any attractions being erected.

As event organiser **you have a duty** to ensure, so far as is reasonably practicable, the health, safety and welfare of everyone working at or attending the event. This includes those working at any amusements or attractions that are part of the event. This duty will be retained even if a contractor is employed to manage the attractions on site.

Where an amusement site organiser has been contracted, just like with any other contractor, as event organiser you should do **all** that is reasonably practicable to ensure:

- ✓ any contractor hired is competent and adequately resourced to undertake their safety role effectively
- ✓ where necessary, an overall amusement site risk assessment is undertaken
- ✓ evidence of ground cover insurance and evidence that all relevant device test certificates are valid before opening to the public on the day of your event day

For more information click [here](#) to visit the Health & Safety Executive's page on Amusements and Attractions at events.

Food, Drink & Water Provision

Similarly, you will need to consider any safety measures that need to be put in place when there is any cash handling including potentially providing hand sanitisers etc... at your kiosk/stall.

Always use **licenced caterers** at your event and take care over the location of any catering facilities - they should be near water supplies but well away from any children's activity areas. You must also ensure that there is enough space between catering stalls to prevent any risk of any fire spreading should this happen.

Key Points to note:

- ★ check local food and drink legislation, as there may be regional variations
- ★ consider whether you will need a [Market Operators](#) or [Street Traders Licence](#). Or if you wish to sell alcohol you will need an [Occasional Licence](#)
- ★ event organisers should also ensure a source of safe drinking water is available throughout the duration of the event. Failure to properly plan for the provision of a safe source of drinking water for an event can have significant consequences
- ★ levels of hygiene and cleanliness should conform to guidelines and current legislation
- ★ consider **Public Liability** and **Product Liability Insurance** in addition to **Employers Liability Compulsory Insurance**
- ★ include details of all catering points on your site plan.

A food business operator must register food establishments under its control with the local environmental health department. For more information for operating food establishments in North Ayrshire please click [here](#). If you intend to have catering after 11pm at night you may also require a licence, please click [here](#) for more information on potential licences that may apply.

Fireworks

Public firework displays at events must be properly planned and managed by a competent company or person with appropriate training and experience.

Key Points to note:

If planning an event with fireworks it is also crucial that as event organiser you consider that:

- ★ a risk assessment must be undertaken giving consideration to the weather conditions and location, which helps in the selection of appropriate fireworks for the display and aids contingency planning
- ★ the public must be kept out of the display site – consider suitable barriers and stewarding;
- ★ social distancing measures including increased toilet / handwashing facilities
- ★ consider environmental issues such as noise, debris and smoke;
- ★ consider the categories of fireworks being used and any regulations associated
- ★ adequate arrangements for clearing the site after the display

Fireworks can be a spectacular addition to any event, but the planning required for their use is considerable. Fireworks are explosives, and they can pose a risk to operators, the audience, structures and the surroundings. It is essential that these risks are managed sensibly and proportionately to ensure a safe and spectacular display.

It is almost always possible to use fireworks at an event in some way and by suitable choice of site and the use of appropriate fireworks rigged and fired by competent people, the risks are extremely low.

What category of fireworks do you want to have at your event? The legal bit

The British Standard BS7114 defines 4 categories of fireworks:

1. Category 1 – indoor fireworks
2. Category 2 – garden fireworks
3. Category 3 – display fireworks
4. Category 4 – display fireworks for professional use

Amateur firers should only use **Category 1-3** fireworks in their displays, but professional companies may use the whole range – depending on the site and the requirements of the event. Ensure that all Health and Safety aspects are adhered to and that the event is safe for event personnel and members of the public. Those managing the fireworks must also be fully qualified to do so.

The [Pyrotechnic Articles \(Safety\) Regulations 2015](#) require that those supplied with Category 4 fireworks be “Persons with Specialist Knowledge” who have undergone suitable training and hold appropriate insurance so please be aware of this if you plan to run a large fireworks display.

It is very important to select an appropriate company to fire a professional display and the following organisations provide lists of qualified members:

- ✓ [The Explosive Industry group of the CBI \(EIG\)](#)
- ✓ [The British Pyrotechnics Association \(BPA\)](#)
- ✓ [The Event Suppliers Association \(TESA\)](#)

Animal Welfare

If your event involves animals e.g. dog show or gymkhana, it is important to ensure best welfare practices are observed by considering the attendance of a qualified veterinary surgeon at an agricultural show. The following is a guide to things to consider however please ensure that you are fully familiar with all aspects of running an event with animals.

Key Points to note:

A welfare plan should be drawn up to cover any perceived risks that could occur, and it is important to have a map of the show site to aid staff, the vet, competitors, trade exhibitors and members of the public on the day. It should consider:

- ★ the number and species of animal anticipated to attend
- ★ the number of stewards needed, and any necessary training
- ★ the level of veterinary attendance and licensing requirements
- ★ Further information can be found in the links below if your event is a horse show or farm animal show:
 - ✓ [The BHS Code of Practice](#)
 - ✓ [ASAO Welfare](#)

Section 4 - Site Management

This section will cover the following aspects which **may** be relevant to your event such as **selecting a venue** and **designing a site plan**, as well as any potential **waste management, sanitation, toilet** requirements and any potential **noise** impact which may need to be considered including playing **music**.

Selecting a venue

You need to draw up a site plan showing the layout of your event including access points, attractions and facilities. This site plan **must** be uploaded along with your Event Notification Form. Please see below for a sample site plan template.

Key points to note:

It is essential also understand your event is and all that is involved in it. The size and nature of an event can vary greatly, as do the venues and sites where they take place, so it is important to have fully considered:

- ★ your event venue and how the characteristics of the site and its location will affect the event

- ★ how easily it is for social distancing measures to be put in place including increased toilet / hand washing facilities
- ★ a site-suitability assessment to be done early in the planning process, include the nature of the event, expected audience numbers and the infrastructure required
- ★ the site design and layout to minimise risk i.e. to separate pedestrians and vehicles
- ★ the preparation of a site and area location plan
- ★ assess any emergency routes and assess the site's proximity to a hospital, fire station, public transport, parking, major roads and local services
- ★ liaising with key stakeholders, such as landowners, North Ayrshire Council emergency services to discuss your event intentions

Please read on for more information on site management including links to useful websites on event site management.

Venue and Site Design - Knowing your event to make it the best it can be!

Properly knowing and understanding your event and its audience is important when designing your event site. Please take some time to consider some factors below that may apply to your event:

- ★ the duration and time of year that the event will take place
- ★ the proposed event activities and whether they are indoors or outdoors
- ★ the audience type/profile for these activities
- ★ whether the audience will be standing, seated or a mixture of both
- ★ the proposed audience capacity for the venue
- ★ the circulation of the audience within the site and access / exit routes
- ★ emergency plans
- ★ preparing for all weather conditions
- ★ suitability of ground conditions for event activities and any construction work required
- ★ considering requirements for reserving large areas for car parking and holding areas for plant, equipment, etc... as the safe operation of these areas is vital to holding a safe event
- ★ if your event is only run in daytime hours and does not require specific lighting structures, what is the possibility of it over running into hours of darkness? Do you need some lighting as back up?

What do you want your event site to look like?

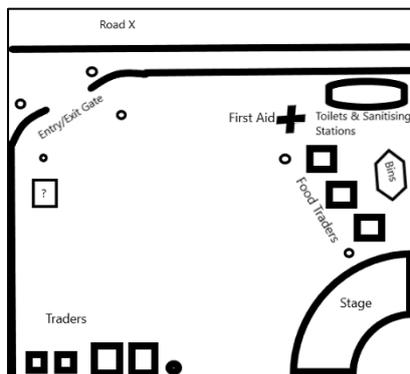
To create your site plan, you first need a map of the site. You may be able to find a suitable map online from [Google Maps](#). Include icons or markers to represent each activity or item of infrastructure you may need. Examples could include marking any:

- ★ Staging
- ★ PA system
- ★ Toilets
- ★ Hand sanitising stations
- ★ Bins
- ★ Catering points

- ★ Walkways
- ★ Crowd barriers
- ★ Stalls
- ★ Marquees and gazebos
- ★ First aid tent
- ★ Information tent
- ★ Power points
- ★ Parking (including overflow areas)
- ★ Entrance and exit points
- ★ Emergency routes

Once the basic outline of the site has been determined a detailed site plan should be produced in relation to the location of provisions and facilities, including temporary structures. For more information on site design and safe planning please visit the Health & Safety Executive's page on Site Design [here](#).

****Please note, all events must submit a site plan a minimum of 2 weeks prior your event operation. You will be given the option to submit a site plan when completing the Event Notification form, however if you do not have a site plan prepared or if you only have a draft version, you will be required to follow up with the Events Team (events@north-ayrshire.gov.uk) to submit a final site plan.**



Waste Management

Failure to effectively manage waste at events presents direct and indirect risks to the health and safety of employees and everyone who attends your event, it can also affect the reputation of your event.

Key points to note:

It's important to consider the following waste management factors when planning your event:

- ★ continuously monitor the build-up of any waste (especially combustible materials) during the event and take necessary measures to remove it
- ★ ensure you plan for the storage, handling and transport of general waste and sewage
- ★ assess risks associated with generation, storage, handling and transport of waste, and take appropriate precautions
- ★ ensure that contractors appointed to handle, remove and dispose of waste are competent and licenced
- ★ the [Health and Safety at Work etc Act 1974](#) states that you must ensure you safeguard the health and safety of any workers, volunteers and any others involved in the handling, storage, transport and disposal of waste at your event. For more information on this duty please visit the Health & Safety Executives guidance [here](#).

Great care must be exercised in choice, size and location of bins. Remember, bins can be used to conceal weapons and incendiary devices so make sure you have a plan to check these prior to / during the event.

Unsure about what you will need? We can help!

You will need to plan for the emptying of bins/recycling facilities during and after your event and the location of these bins must be highlighted on your site plan. North Ayrshire Council’s **Streetscene Team** can assist you with recycling plans, waste management and provide guidance on other site considerations/facilities for your event.

If you wish any advice or guidance prior to submitting your site plan please contact Streetscene via the ‘Contact Us’ available [here](#) or phone (01294) 310000. For more general information on waste management for events please visit the Health & Safety Executive’s page on Waste [here](#).

Sanitation/Toilet requirements

Ensure that adequate toilets are available for the number of people expected to attend the event and that consideration is given to location, access, construction, lighting and signage, especially for outdoor events.

Key points to note:

- ★ for outdoor events, locate toilets at different points around the venue rather than concentrating in one small area, to minimise crowding and queuing problems
- ★ consider that the toilet supplier will need access to drop-off and pick up the toilets, and to service them if required during the event
- ★ if your event runs for more than a few hours, or is expected to be very busy, it is worth having an attendant on site to keep toilets stocked with toilet tissue, handtowels etc...
- ★ if your event runs for more than one day you may need to arrange access for toilet cleaning once the site is closed to the public or before it opens again the following day
- ★ provide hand-washing facilities in the ratio of one per five toilets, with no less than one hand-washing facility per ten toilets provided (this is the current suggested ratio however this will likely change due to covid-19 and will be updated accordingly)
- ★ provide suitable hand-drying facilities and if paper towels are supplied, arrange for regular disposal and restocking.

Knowing your audience size and the ratio of males to females should help you to come up with a suitable toilet plan. Please see the following table for guidance on sanitation/toilet requirements:

| For events with a gate opening time of 6 hours or more | | | For events with a gate opening time of less than 6 hours | | |
|--|---|------------|--|---|------------|
| Female | Male | Accessible | Female | Male | Accessible |
| 1 toilet per 85 females | 1 toilet per 425 males, plus 1 urinal per 125 males | 1 per 45 | 1 toilet per 100 females | 1 toilet per 500 males, plus 1 urinal per 150 males | 1 per 50 |

Noise

As event organiser it is your responsibility to limit the effect of noise from your event on properties nearby and consider the ways in which you can mitigate it. Many noise control measures are simple and cost effective. Cut down on noise issues with careful positioning of speakers and stages, and by limiting how long the event lasts and what time it finishes.

Key points to note:

- ★ the [Control of Noise at Work Regulations 2005](#) apply to exposure of all employees and contractors to loud noise at events which includes music and sound systems music at events and so this must be considered
- ★ the [Health & Safety at Work Act 1974](#) also applies to the exposure of the audience to loud music and so this must be considered
- ★ consider the risks to employees and others at work from exposure to noise and consider any hearing protection required
- ★ consider if noise will affect nearby properties and write to residents in advance with full details of the event and contact details for any enquiries

For advice on noise levels at your event, please contact North Ayrshire Council's **Environmental Health Team** via the '[Contact Us](#)' or call on (01294) 310000. Alternatively visit the Health & Safety Executive's page on Noise [here](#).

Music

If you are thinking of playing any music at your event you will need to consider a [Performing Rights Society](#) licence. Purchasing a PRS for Music licence helps you legally use or play music at your event. To find out more about this type of licence and any obligations you will have as event organiser please click [here](#).

Section 5 - Roads and Traffic Management

This section will cover the following aspects which **may** be relevant to your event such as **traffic management, road closures, barriers and fencing**. The following is general guidance only and does not cover everything you need to know as event organiser, therefore you should ensure that you make yourself fully aware of all factors related to roads and traffic management for your event type.

Traffic Management

Most events will need some sort of traffic control. This could include clearly labelled entrances and exits, stewards to guide traffic and help with parking, and access arrangements for emergency vehicles. You may need to consider any further restrictions that will need to be put in place to ensure there is social distancing i.e for drive through events

North Ayrshire Council's Roads Service will assess all Event Notification forms submitted to ensure that the planned location, any routes of travel, traffic management and car parking

arrangements will not present any risk to public safety. As with any event, site vehicles and any traffic near an event are a major cause of serious and fatal accidents and therefore it is crucial that as event organiser you consider the information below.

As event organiser you are required to prepare a **Traffic Management Plan (TMP)** for internal (and external if applicable) traffic control (see below for more information on TMPs), which will provide all relevant traffic management safety information.

Key points to note:

You should consider the following when designing your event site:

- ★ the risks from vehicle movement onsite and identify what measures are needed to control these risks
- ★ separation between vehicles and pedestrians to ensure safety which is ‘as far as reasonably practicable’ – also taking into consideration any covid-19 impact measures
- ★ segregate pedestrians and vehicles during all phases of the event
- ★ have a traffic management system in place, have one-way systems where possible
- ★ ensure drivers hold valid driving licences are authorised and trained
- ★ plan for the safe entry and exit of emergency service vehicles (ideally a separate route for these vehicles should they be required)
- ★ if your event has parking, keep parked vehicles away from the flow of traffic/people
- ★ ensure adequate signage is available regarding the parking site before entering the event area and reinforce parking information as soon as they enter the site

Public Transport

Those attending your event may travel by various means, which includes public transport, so it is important to consider the event location in relation to access from public transport.

For larger events, you should contact local rail and bus companies to find out whether there will be enough public transport on the day and advise local bus companies if your event will lead to road closures or diversions.

On-site traffic

Most events will need a parking area and contractors and performers may need to bring their vehicles on site to load and unload equipment. Cars and pedestrians should always be kept apart, and you will need separate entrances for each and limit vehicle access to set times before and after the event.

Off-site traffic

You will need clear directional signs on the approaches to your site entrances and/or stewards to guide traffic entering and exiting the site (please note, directional signs may only be erected with the consent of North Ayrshire Council – please see the Road Closures section below for more information on erecting signage).

If parking is included at your event, please try to keep parked vehicles away from the flow of traffic and people and ensure adequate signage is available and reinforce parking information as soon as they enter the site.

If you are using an area as a car park it can be worth having parking attendants guiding the cars – this helps to get the maximum number of cars into the space and to organise the entry and exit of vehicles safely.

Road Closures

If your event requires road closures, then as event organiser you (or another appropriate person) will require to prepare a **Traffic Management Plan (TMP)**.

If your event requires road closures, signs on the road, traffic diversions or cones, advice and approval must be sought from North Ayrshire Council and you will also require to apply for a **Temporary Traffic Order (TTRO)** see [here](#). Should you require any further information on applying for a TTRO please call 01294 310000 or email roadspermits@north-ayrshire.gov.uk

Stop! Please consider any timescales involved in applying for the TTRO so that you have this approved well in advance of the event date!

Traffic Management Plan (TMP)

Your TMP should be one document which summarises and consolidates transport safety information for your event. The aim is to ensure safe and convenient site access and to minimise off-site traffic disruption. Agree the plan with the Local Highways Authority and/or Highways Agency through the North Ayrshire Council Safety Advisory Group (SAG) (for more information on SAG's please see **Section 9 Event Organiser Checks & Uploads section**).

A traffic authority may restrict or temporarily prohibit the use of the road for the purpose of:

- ★ facilitating the holding of an event
- ★ enabling members of the public to watch an event
- ★ reducing the disruption to traffic likely to be caused by an event

Please click [here](#) for more details on the legislation surrounding the Road Traffic Regulation Act and [here](#) for further information on road closures from the Health & Safety Executive.

It is important to speak to the Police, Local Highways Authority and transport providers about external traffic management around the event location to:

- ✓ ensure safe and convenient site and pedestrian access
- ✓ minimise offsite traffic and transport disruption
- ✓ allow traffic to move easily outside the site, reopening the road when safe

For more information on Traffic Management for events please see the Health & Safety Executive site [here](#).

Temporary Displays

If your event includes the erection or installation of amenity displays such as Christmas Lights or event marketing/promotional banners around the local area etc you will need to apply for an **Amenity Display Licence** from our Roads Service. For further information and application forms for an Amenity Display Licence can be found [here](#).

Barriers and Fencing

Choosing the correct barrier system or fencing for your event type is vital to ensure crowd safety at your event. Incorrect use of a barrier/fencing product for an event could cause injury or harm to those working or attending your event. Consider their intended layout and any ground conditions where it will be placed.

Key points to note:

As event organiser, you (or another qualified person) must:

- ✓ understand the different types of barriers, their strengths and appropriate uses
- ✓ select a suitable supplier, who will be able to provide all the necessary drawings, plans and risk assessment
- ✓ ensure any barrier system selected is built in the correct way to ensure it does not pose any risks to the general public and is appropriate for the numbers attending

Please ensure that any supplier of barriers and fencing is qualified and competent.

For more information please refer to the Health & Safety Executive guidance [here](#). Further information on temporary structures is also available in **Section 7 Temporary Structures** below.

Section 6 - Health and Safety

As Event Organiser, **you** are responsible for health and safety at your event. Even if you are a community organisation with no employees, you still have a responsibility under the Health and Safety at Work Act 1974 to ensure that your event and any contractors are operating legally and safely. Event organisers **must** ensure health and safety requirements are met at the planning stage, during, and post event, to ensure the safety of the public.

There may also be health and safety implications following the recent Covid-19 pandemic and once these are known this toolkit will be updated accordingly.

This section provides advice and guidance on some of the main Health and Safety aspects you need to consider for your event, such as:

- ★ **Contractors**
- ★ **Performers**
- ★ **Planning, Management & Risk Assessments**
- ★ **Insurance**
- ★ **Contingency/Emergency Planning (Severe Weather)**
- ★ **Medical Support / Medical Plans**

- ★ **Working at Height**
- ★ **Fire Safety**
- ★ **Crowd Management and**
- ★ **Safeguarding Children and Young People.**

As this toolkit is a guide only, please ensure you are aware of **all** health and safety elements that could have any impact on your event **well in advance** of the actual event. Full guidance from the Health & Safety Executive's website is available [here](#).

Health & Safety – what do you need to consider?

Contractors

If you are using contractors for your event, check that they are competent to carry out the work safely – ask for personal references and for copies of your contractors' safety policy, risk assessments, method statements and public liability insurance certificate.

Key points to note:

- ★ meet regularly with contractors to discuss your expectations, ensure they work to your event plan specifications
- ★ complete a comprehensive risk assessment to identify:
 - who could be harmed and by what
 - any hazards which could cause harm
 - risks which may arise from those hazards, documenting suitable control measures you will enforce to eliminate/control the risks
- ★ First aid providers **must** be suitably qualified to deliver first aid at public events (please note: first aid provision requirements vary depending on the size, nature and location of the event)
- ★ First aid provision must be available to everybody working, performing or attending the event. Further guidance on this is available on the Health & Safety Executive's website [here](#) and within the Medical Plan section below.

Performers

Performers must have their own insurance and risk assessments and they should supply these to you prior to the event.

Planning, Management & Risk Assessment

Effective planning is key to putting on a safe event, an event safety plan must therefore be composed including all relevant information.

Key points to note:

- ★ have appropriate management arrangements in place to ensure the health and safety of everyone involved at the event and the public
- ★ carry out an assessment of the risks to employees, volunteers and the public
- ★ implement risk control measures identified by the risk assessment and identify the person(s) responsible for carrying them out

- ★ monitor health and safety compliance and seek out competent advice
- ★ liaise with other interested parties, including North Ayrshire Council, landowners or landlords, arena operators, Safety Advisory Groups and the emergency services, early in the planning process

Good planning and organisation are key to putting on an event that is both safe and enjoyable more event planning guidance is available [here](#) on the Health & Safety Executive website.

Keeping everyone safe!

The table below also provides information on the key things to consider when planning your event:

| Key things to consider | |
|----------------------------|--|
| The location (venue/site) | <ul style="list-style-type: none"> • The choice of location will determine what specific hazards are likely to be present and inform decision-making about risk management on a range of issues |
| Event activities | <ul style="list-style-type: none"> • The type of event activities will determine the health and safety risks involved |
| Audience profile | <ul style="list-style-type: none"> • Establishing an audience profile will lead to predictions regarding anticipated behaviour and indicate where risks may arise • The audience profile will inform decisions on various issues, including the type of construction required, welfare facilities and stewarding |
| Crowd numbers | <ul style="list-style-type: none"> • The number of people expected to attend will affect the resources and facilities required, from basics such as toilets and parking through to determining whether special arrangements are needed for medical services and waste management |
| Length and timing of event | <ul style="list-style-type: none"> • Consider how long the event will last (including set up / clean up time) plus consider the time of day and time of year |
| Access | <ul style="list-style-type: none"> • Access to and around the site will require careful planning to reduce the likelihood of overcrowding. You will also need to plan how people arrive and leave your event in terms of transportation |
| Infrastructure | <ul style="list-style-type: none"> • The type and scale of the event will determine what resources are needed to allow safe enjoyment, e.g. availability of a safe electrical supply. Planning for this will be required at the outset |

Risk Assessments

Event organisers are required to ensure that a 'suitable and sufficient' assessment of the risks to the health and safety of employees and those attending any event is carried out. Risk Assessments should be completed by a competent person. Click [here](#) for full guidance from the Health & Safety Executive on how to do a risk assessment for your event.

Key points to note:

- ★ a risk assessment is simply considering what could cause harm to people, how serious that harm could be and the likelihood of this happening at your event
- ★ know what precautions must be taken to eliminate or control the risks to ensure the risk is as low as reasonably practicable

Click [here](#) for an example of a risk assessment and also for a blank risk assessment template that you can use for your event.

****Please note, your Event Notification form will be considered INCOMPLETE without a risk assessment (draft format initially will be accepted but a fully completed risk assessment must be provided at least two weeks before the event). This can be uploaded along with your Event Notification form at the time of submitting your form or can be sent directly to the Events Team at events@north-ayresshire.gov.uk**

Insurance

Insurance should be a **top priority** for every event organiser, both in terms of protecting the event organiser, those working at the event and all those who attend it.

Key points to note:

- ★ know what insurance cover you will need early on in the planning process, this will be based around your risk assessment
- ★ all those involved in the event should be adequately insured for the role they are undertaking, whether event organiser, contractor, volunteers etc ... and the public
- ★ event organisers should ensure that any suppliers produce copies of their policy which is current and valid for the full duration of the event
- ★ Ensure you are **accurate with the attendance figures** otherwise cover can be invalidated if this is not remotely accurate

There are **three** key insurances you will need to consider:

- ⇒ **Public Liability** – providing third-party cover for property and injury. North Ayrshire Council will request a copy of this cover before approving any licences
- ⇒ **Employers Liability** – covers anyone directly employed by the event and provides liability protection against compensation claims for accidental injuries to anyone employed at the event (paid or unpaid)
- ⇒ **Equipment** – insurance required for the full replacement costs of the equipment as specified by the hire company

Other insurances available include cancellation or non-appearance cover. Many more insurances are available and so it is important that you make yourself fully aware of the insurance that you will need to cover all aspects of your event. It is also likely that there will be new insurances available following the Covid-19 pandemic. Please ensure that you are aware of any changes regarding this and have suitable cover in place to protect you, your event and anything else which could affect it.

For more information on insurances, liability and legal obligations please click [here](#).

Weather Contingency & Emergency Planning

Weather Contingency - What if the weather is against you on the day?

It is important you know what to do if there are extreme weather conditions on the day of your event. Will you cancel it? How do you notify attendees? Can it be moved indoors?

You will have to provide information on your risk assessment and weather contingency plan which is to be attached along with your Event Notification Form.

Key points to note:

- ★ marquees and catering areas could pose safety issues if there is bad weather and so plan their location carefully
- ★ be aware of any severe weather warnings and take appropriate action to protect those working on site and those attending the event
- ★ consider over exposure to sunshine for those working at and attending events
- ★ ensure structures are suitably rated /properly secured for high winds and heavy rain
- ★ consider very wet conditions, slipping, sliding, including risks of vehicles getting stuck

Event organisers have a duty of care towards all those working on their site, including volunteers and to the public attending. Due consideration must be given to the weather conditions and the various hazards they can create. For more information please visit: [hse.gov.uk/temperature/assets/docs/heat-stress-checklist.pdf](https://www.hse.gov.uk/temperature/assets/docs/heat-stress-checklist.pdf)

Please also see **Section 4 - Site Management** and **Section 6 - Health and Safety** in this Toolkit for more information on site plans and risk assessments.

Emergency planning

Plan how you will deal with any emergency situations at your event. Small events will only need a simple emergency plan detailing evacuation procedures and emergency exits, however if you are planning a larger event, you will need to share your emergency plan with the emergency services.

Key points to note:

- ★ liaise with emergency services and relevant agencies to prepare appropriate plans
- ★ ensure robust communication arrangements are in place to implement these plans
- ★ all those involved with the event (employees, volunteers etc..) need to be trained and briefed in emergency procedures and understand their roles in any emergency

Medical Support / Medical Plan

Every event should have a **Medical Plan** based on a comprehensive risk assessment. Medical Plans should provide a safe, effective and resilient service on site on the day of your event to reduce the impact on the local NHS service.

Key points to note:

- ★ exercise diligence in selecting competent and reliable medical services for your event
- ★ medical providers must have the skills, experience and resources needed to provide the level of cover needed at your event
- ★ medical plans should be made prior to the event, ensure staff are deployed appropriately
- ★ medical provision must be provided for the full duration of the event

What level of medical support will you need for your event?

It is important to fully assess the medical cover you think you will need for your event. Events and the medical conditions that may be encountered at these can vary significantly and are affected by various factors such as the event type, numbers attending, age profile, activities planned and environmental factors. Whatever your event is, a full **risk assessment** will be needed to help you determine the amount of medical cover your event.

An event Medical Plan should be written and provided by your selected provider.

Please remember:

- ✓ **Every** event should have a **Medical Plan** which has been considered alongside your **Risk Assessment** – both must be uploaded with the Event Notification form.
- ✓ Your selected medical provider should carry out a full Risk Assessment of the event and propose an appropriate Event Medical Plan for you which is specific to **your** event
- ✓ have an appropriate level of medical cover, provide a safe and effective service

For more information and guidance on ensuring the safety of your event, it is recommended that you review the Health and Safety Executive's guidances on event safety [here](#).

For more information on assessing the risk associated with your event please click [here](#) to access a sample NHS Medical Risk Assessment Tool. This tool can be used to calculate the level of medical coverage required for your event. Once you've determined the required level of coverage, please ensure that your medical plan reflects that. It is highly recommended that you include your completed Medical Risk Assessment tool in your medical plan as a reference. The North Ayrshire Events team may request to see your completed assessment at any time.

Once you've completed the NHS Medical Risk Assessment Tool, please use the appropriate Medical Plan Template based on your event type and proposed activities. The Medical Plan Templates can be found [here](#).

Working at Height

Many people must work at height for an event e.g. assembling stages, marquees, lighting etc... and as event organiser you need to ensure that no work is done at height unless necessary.

Any work at height must be properly planned, supervised and carried out safely and included in your risk assessment. Consider working at height in different weather conditions.

Event organisers should also ensure that:

- ✓ risks from work at height are assessed
- ✓ appropriate work equipment is selected and used
- ✓ equipment for work at height is properly inspected and maintained
- ✓ make sure that the risks from fragile surfaces are properly controlled

The above are examples only so click [here](#) for Health & Safety Executive advice and guidance.

Fire Safety

Good management of fire safety at your event is essential to ensure that a fire is unlikely to occur event organisers should carry out a fire-safety risk assessment, or should liaise with those competent to do so

General fire safety in Scotland is bound by the [Fire \(Scotland\) Act 2005](#) as amended and the [Fire Safety \(Scotland\) Regulations 2006](#) and the legislation within this applies to all events **regardless of the size.**

Key points to note:

- ★ speak to the local fire and rescue authorities at the planning stage and when necessary
- ★ draw up a fire management plan and identify potential ignition and fuel sources
- ★ have an evacuation plan in place and general fire precautions at all stages of the event
- ★ provide adequate means for raising the alarm, and provide suitable escape routes
- ★ provide appropriate fire-fighting equipment at your event

For more information on fire safety at events, please visit the Health & Safety Executives page [here](#).

Crowd Management

Effectively managing the crowd at your event will ensure the safety and enjoyment of everyone who attends. It is a critical part of the overall operational plan and how complicated and in depth it is will depend largely on how big your event is going to be! You will also have to include any relevant social distancing measures in to your plan, including considerations where there may be queues within your event (i.e. social distancing rules).

Key points to note:

- ★ Include your crowd management plan as part of the overall event management plan
- ★ Ensure the plan is prepared by a competent and experienced person who is appointed to direct or manage the security and/or crowd management at your event
- ★ Understand your crowd dynamics - who may attend on the day?
- ★ Understanding of how people will access and move around the event space and exit

For more information on managing crowds safely at smaller events, please visit the Health & Safety Executives page [here](#). For much larger events there is a wide variety of information available regarding crowd control and it is crucial that as event organiser you ensure that you are aware of everything required to ensure a safe event is planned. More information on the legislation surrounding crowd control can be found [here](#).

Safeguarding Children & Young People

As event organiser consider the event in terms of any children who may attend. Even if the event itself is not necessarily aimed at them, children inevitably may accompany adults. Any marketing / publicity materials must indicate whether the event is suitable for children, or if an adult must accompany them or if children under a certain age will not be granted entry.

Key points to note:

- ★ you must ensure that children attending an event are kept safe and free from harm
- ★ prepare a missing and found child policy, arrange lost and found children's points
- ★ consider any relevant insurance cover for those working with children or who are involved in running activities with children
- ★ rides and amusements must be positioned to ensure a child friendly environment.

Every event involving or including children will be different, however essentially the safety of children at your event should be of **paramount importance**. Risk assessments **must** include all aspects of children attending events, ensuring to include pushchairs into evacuation plans.

Please also see *Section 3 - Planning your event* for more information on Fairgrounds at your event. Alternatively click [here](#) for further Health & Safety Executive information.

Section 7 - Temporary Demountable Structures

Will your event need a marquee, stage or platform? If yes, the read on!

Temporary Demountable Structures (TDS)

A TDS is designed to be erected quickly and dismantled many times. Generally, these types of structures are only in place for a short time.

Guidance must be sought from those competent in erecting these structures from the outset as any failure in the structure, no matter how small, could have devastating effects. Therefore, please speak to the right people early on in your planning to ensure you have safe structures in place for the duration of your event.

This section covers the basics therefore as event organiser, it is your responsibility to ensure that you make yourself fully aware of **all** aspects of health and safety when having any structures at your event. For more information visit the Health and Safety Executive site [here](#).

Key points to note:

- ★ ensure you (or other qualified person) have a plan of how any structures will be built (and dismantled safely), that any structures meet all safety requirements and that the location onsite is appropriate
- ★ safety-critical checkpoints should be identified in the build and undertake the work safely by having competent staff and a suitable onsite operational management system in place
- ★ ensure there is a suitable maintenance and inspection regime for the completed structure, which will also require monitoring for the effects of wind and weather

For a small event, temporary raised structures may include such things as erecting a market stall or a marquee or even a small stage. If these types of raised structures are going to be required for an event or if the structure will be in place for a long time, then you may need planning permission and pay for a permit. For further information on North Ayrshire Council permits and any fee's for these please click [here](#).

North Ayrshire Council's Building Standards define a 'raised structure' as any structure where any part of the floor level is 600mm or above ground level which provides seating or standing accommodation, so if your event will require such structures then please click [here](#) for more information on what to do next.

If your event will include hazards such as moving machinery, barbecues, vehicles, etc... you will need to have safety barriers. The type of barriers required may vary depending on how many visitors you expect. For more information on barriers and fencing, please also refer to [Section 5 - Roads and Traffic Management](#) section above.

[Section 8 - Communication](#)

Communications Plan – It's good to talk!

This chapter covers the basic elements of **communications, marketing and promotion, information and welfare** that you should consider when running an event so please make yourself aware of **all** aspects of effective communications required to run your event smoothly. More information is available [here](#) on the Health & Safety Executives website.

Communications

Effective communication is crucial to ensuring that your event runs smoothly and safely. As event organiser create a safety plan which states who does what and when. Try to focus your event communication plan in four main stages:

- 1. Prior to the event**
- 2. During the event**
- 3. In an emergency**
- 4. After your event**

Also, depending on the size of your event you may have key groups of people that you need to communicate with, such as:

- ⇒ event safety representatives
- ⇒ staff / workers at the event

- ⇒ the public
- ⇒ key agencies involved at the event i.e. Police, Ambulance etc....

Key points to note:

- ★ ensure employees / workers are aware of health and safety risks at the event
- ★ ensure employees and visitors have all information / instructions in case of emergency
- ★ have agreed communication methods in place with all organisations involved in the event, especially health and safety and emergency event information
- ★ plan how to alert everyone, ensure everyone knows how to report any emergencies.

Marketing & Promotion - How to get the best turn-out at your event!

To attract an audience, it's important to let people know about your event, whether it's a free-to-attend local gala or a large ticketed festival. Target your marketing to the types of people you wish to attend, social media and free listings sites are great ways to reach people.

Ensure any marketing that you do gives details of where your event is and when, times, ticket details (if it's free, say so, if not make sure you tell people where they can get tickets, how) and where to find more information (Facebook, Instagram page/website, etc...).

- ★ If you are putting up posters, think about places where people spend time waiting, like clubs and community centres, takeaway food shops, hairdressers, doctor and dentist waiting rooms. Printed material such as posters and flyers can be useful but consider whether they are really needed or could be replaced with more environmentally friendly marketing ideas or printed with recyclable paper and inks.
- ★ Make the most of free listings sites, below is a list of sites you might consider, depending on the type of event you are organising:-

www.whatsonayrshire.com

www.thelist.co.uk

www.northayrshire.community/submit-an-event/

www.visitscotland.com/see-do/events/submit-event/

www.youreventscotland.com/

www.undiscoveredscotland.co.uk/events.html

www.eventscotland.org

www.theskinny.co.uk/whats-on

<https://www.historicenvironment.scot/visit-a-place/whats-on/>

www.whatsonscotland.com

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

<https://www.scotland.org/events>

www.gigsinscotland.com

www.ionmagazine.co.uk/whats-on

<https://www.foodanddrink.scot/events/submit-an-event/>

www.eventbrite.co.uk

For larger events, engage with your audience on social media, run competitions and posts that get people interacting and ask friends and groups you are associated with to share your posts. Social media is a great way to get information to your audience ahead of the event and even on the event day, e.g. giving top tips for the event day like any alterations to timings, tips on what to wear and where to park. At the event create an Instagram wall or Snapchat filter or similar and encourage your audience to share images – this is a great way of building an audience for future events too.

Information and Welfare

Providing information and welfare services at an event ensures the health and safety and wellbeing of the audience. It also ensures that you can quickly detect any potential breakdown of services or any facilities on site. It is therefore important to ensure that you include this information as part of your overall risk assessment.

Key points to note:

- ★ ensure the audience is well informed regarding emergency situations
- ★ provide safety information ahead of the event, for example via:
 - ✓ the event website / social media
 - ✓ the event tickets / phone hotline
 - ✓ information kiosks at the event / event stewards
 - ✓ site maps / programmes / leaflets
 - ✓ lost property points / lost children area

The above are basic examples of things to consider as event organiser however for more in-depth information on ensuring the welfare for everyone involved and those attending please visit the Health & Safety Executive site [here](#).

Section 9 - Event Organiser Checks & Uploads

Time to recap!

So, you have made it to the end of our Toolkit! What do you need to do now?

★ First things first ...

- ✓ Submit your early event notification form

- ✓ Connect with the Events team to discuss your plans
- ✓ Complete your Event Notification e-form

★ What needs to be attached with your e-form?

Consider what attachments you may need to include with your e-form.

The following are **mandatory** and must be submitted to events@north-ayrshire.gov.uk a minimum of **2 WEEKS** prior to your event and your Event Notification form will be considered incomplete until such time as these items are received. Please provide:

- ✓ Site Plan
- ✓ Risk Assessment TBC
- ✓ Contingency Plan?? TBC
- ✓ Traffic Management Plan (if appropriate)
- ✓ Medical Plan?? TBC
- ✓ Proof of Public liability insurance

★ What are the main things you need to consider for your event at the start of planning?

- ✓ *Is your event on Council or private land?*
- ✓ *Do you need any licences/permits? Have you left enough time to apply?*
- ✓ *Do you need any insurance? If yes, what level/type do you need?*
- ✓ *Do you need to shut any roads? Do you need car parking?*
- ✓ *Are you having a fairground or amusements?*
- ✓ *Have you determined your requirements for toilets, recycling, rubbish removal?*
- ✓ *Have you started your Risk Assessment?*
- ✓ *Have you thought about Health & Safety, emergency procedures, crowd management?*
- ✓ *Will you need to involve/notify any emergency services e.g. Police, Fire, NHS, Public Transport services?*

★ Will a North Ayrshire Council Safety Advisory Group need to be held for your event?

The Safety Advisory Group (SAG) for North Ayrshire events is coordinated by the Council and is made up of representatives from various Council Services, the emergency services and other relevant organisations. They meet to review event proposals and advise on public safety, including the safety of participants. The main role of the SAG is to bring all relevant parties together to ensure that the planning for an event is conducted in methodical and coordinated way. It is important to note however that this in no way detracts from the legal responsibilities of the organisers of events.

The types of events that may benefit from the SAG process include outdoor festivals, county shows, community events, common ridings and sports events such as cycling,

rugby and car rallies. The guiding principle for determining which events will be invited to attend a SAG is where there could be a significant public safety risk and therefore not all events will require such a meeting.

★ What permits and licences do you need (if any)?

The following should be in applied for a **minimum of 6 weeks** prior to your event taking place:

- ⇒ Alcohol
- ⇒ Market Operator
- ⇒ Public Entertainment
- ⇒ Public Charitable Collection
- ⇒ Street Trader Operator / Employee
- ⇒ Public Procession
- ⇒ Occasional Licence
- ⇒ Extended Hours
- ⇒ Temporary Structures (Section 89)

but remember, many of the permits and licenses you'll need will require even more lead time than that!

Remember, adequate time must be given before you start your event planning if you have to apply for any the following:

Traffic Management

- ⇒ Temporary Traffic Restriction Order (TTRO)
- ⇒ Car parking support

Waste Management / Streetscene Support from NAC

- ⇒ Bin supply
- ⇒ Rubbish collection
- ⇒ Toilets
- ⇒ Recycling

Please check with Outside Agencies as to the notice they require to provide the support you need for your event:

Outside Agency Support required?

- ⇒ Police
- ⇒ Fire & Rescue
- ⇒ NHS / Ambulance Service

