

FALKIRK COUNCIL

Event Manual Guide for Event Managers

2021

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## **1.0 Glossary**

**Organisers should consider including a glossary to ensure that all readers are aware of any abbreviations or words with definitions outside their industry.**

### **2.0 Plan, Production and Control.**

### **2.1 Event Manager/ Organisational Background**

**Insert details and background of company or organisation which is organising the event. Provide a brief background to the organisation, it would be appropriate to include examples of previous events which have been a success within the organisation.**

*‘This event has been planned and produced by (insert company/ organisation name).’*

### **2.2 Purpose of Event Manual**

**In this section, event organisers should state why they have created an event manual for distribution. Organisers should consider looking at the example below and adjusting to their circumstance.**

*“It is intended as a reference document for use by multiple agencies and presents a methodical approach to the overall planning of the event. Although every effort is made to ensure that this document is accurate, the organisers will adopt a flexible and fluid approach to dealing with any unforeseen circumstances, which may affect the details within this Event Manual. Should unforeseen circumstances arise the event manager, or their deputy may see fit to exercise their judgement and break away from the planning in the document.*

*This Event Manual has been compiled acknowledging the guidance contained in the ‘Event Safety Guide’ (commonly known as the Purple Guide) issued by the HSE in November 1999, which has been adapted to suit this particular event. It recognises that, in all considerations, the safety of the public is of paramount importance.*

*The production of this document does not infer any increase to the perceived risk for the event but rather as an additional element of preparedness should such an incident occur.**”*

### **2.3 Include a distribution list here.**

**Organisers should consider some of the key stakeholders to include in their individual distribution lists from the example below.**

Detail who will get a copy of your Event Manual

|  |  |  |
| --- | --- | --- |
| **Recipient** | **Organisation** | **Copy No.** |
|  |  |  |
|  | ***Event Control*** | **1** |
|  | ***Falkirk Council*** | **2** |
|  | ***Event Organiser*** | **3** |
|  | ***Falkirk Council (Contact Centre)*** | **4** |
|  | ***Stewards*** | **5** |
|  |  | **6** |
|  | ***First Aid Providers*** | **7** |
|  |  | **8** |
|  | ***Production Manager*** | **9** |
|  | ***Safety Advisory Group*** | **10** |
|  |  |  |

## **Event Description and Outline**

**This section of the event manual should give a general overview of the event. Who you as the organiser want to target in terms of attendance, ticket sales etc. This section should also consider what the event organiser/manager outcomes are relating to the event, consider impacts and legacies in a wider context.**

### **3.1 Event Description/ Overview**

**This is where the event organisers would be expected to give a description of the event, mentioning both dates and times.**

### **3.2 Audience Profiles**

Audience profile should be broken down in this section.

### **3.3 Facts and figures**

what are the expected attendance numbers to be.

### **3.4 Statement of Intent**

**A clear statement of intent should be provided by the organisers**

*The Event Manager, on behalf of XX (insert company/organisation) will endeavour to:*

* *Create a safe event for all who attend*
* *Set and maintain appropriate standards for health and safety*
* *Take into consideration, where reasonably practicable, all recommendations made by professional partners*
* *Comply with and promote the four licensing objectives in the licensing act 2003*
* *Create an event that positively promotes Falkirk.*
* *Create an event that positively contributes towards the regional and local economy*
* *Use the event to enhance the night time offering and boost the local night time economy*

## **4.0 Aim and Objectives**

### **4.1 Aim**

**Organiser to include the overall aim of the event manual.**

*The aim of the Event Manual is to ensure, so far as is reasonably practicable, the safety of the guests in their enjoyment of the event and to promote a unified, co-ordinated response to any emergency arising from that event.*

### **4.2 Objectives**

To achieve this aim, objectives have been identified and listed below.

* To identify roles, duties and responsibilities for each organisation
* To identify lines of communication and control
* To facilitate the running of a safe and enjoyable event.
* To identify potential risks/ problems.
* Define and identify trigger points at which other plans may be implemented.

### **4.3 Contingency Arrangements**

Contingency arrangements have been devised to allow a co-ordinated and effective response to unscheduled occurrences, which impinge on the safe running of the event. See Appendices (XX). An full emergency plan is required for events over 5000.

## Event Schedule

There should be an event schedule in this space. Breakdown of each day, hourly schedule would be most appropriate. This must include the event build day/s as well as the break down and get out methods.

## **Organisational Structure, Roles and Responsibilities**

### **6.1 Roles and Responsibilities ((EXAMPLE))**

|  |  |
| --- | --- |
| Organisation | Roles and Responsibilities |
| Event Manager | * Nominated officer with overall responsibility for the event * Overall responsibility for coordinating and managing health and safety. * Ensuring licensing objectives are met * Overall site safety * Liaison with Production Manager and to ensure health and safety policies are enforced * Responsibility for the suitability of the venue and its upkeep during the tenancy of the event * Liaison with Licensing Authorities * The management and deployment of security staff * Responsibility for contracting artists and artist payment * Overall responsibility for managing the event budget * The coordination of cleansing operations |
| Deputy Events Manager | * Working with the Event Manager in planning the infrastructure elements of the event * Working with the Event Manager in site planning and arranging for installation of the site to schedule * The management and training of bar staff |
| Production Manager | * Ensuring appropriate health and safety policies including risk assessments, working procedures and insurances are provided by contractors * Maintaining production schedule * Overseeing site build and breakdown * All infrastructure site crew * All technical aspects of the production ( lighting, sound, power) |

### **6.2 Roles of Partner Agencies**

|  |  |
| --- | --- |
| Police Scotland |  |
| Scottish Fire and Rescue |  |
| Forth Valley Health Board |  |
| Scottish Ambulance Service |  |
| St Johns/Andrews etc ambulance service |  |
| Falkirk Council   * Environmental Health * Licencing * Roads * Resilience * Any other relevant service within the council. |  |
| Security |  |
| Waste |  |

# **7.0 Site Design**

### **7.1 Site Plan**

Include a site plan of the event, including all relevant interventions on the site e.g. toilets, first aid, fencing, stage, concessions etc.- keep in mind environmental aspects, wildlife, trees, water etc.

### **7.2 Site Access**

How will attendees/ emergency services, staff, performers vehicles etc get on site?

### **7.3 Capacity**

How many people are you expecting/ timescales to be included as well as ref to site plan, floorplan or map.

# **8.0 Fire Safety**

A fire risk assessment should be completed and inserted here.

### **8.1 Fire Safety Equipment**

How many fire extinguishers and of what type will be present at your event and where will they be placed?

# **9.0 Crowd Management**

Refer to the ‘Event Safety Guide’, issued by the Health and Safety Executive. How will the crowd be managed/ designed. Crowd design and management is not just controlling the crowd or attempting to- it is understanding various behaviours and factors which can affect this. (Accessibility etc for example)

### **9.1 Aids to Crowd Management**

If there is a problem or emergency how will you update and inform the audience/ crowd/ attendees?

### **9.2 Stewarding, Security**

Summary of number of stewards. Where they will be positioned. Overnight Security? Rotas for stewards and security, do stewards have dedicated roles? Specialist roles like ticketing, or staffing emergency gates.

### **9.3 Policing**

Are the police involved in this event or are they only notified of it being held?

# **10.0 Traffic Management**

The purpose of traffic management is not only to control traffic moving around the event site during the event, but also to enable the free flow of traffic, so far as is reasonably possible, outside the event site.

* To create a safe event for the public attending
* To minimise disruption to residents, businesses and traffic in the surrounding area
* To encourage the use of public and sustainable transport

### **10.1 Off-Site Traffic Management**

Are there any road closures? How will people get there?

### **10.2 Parking**

Where will people park for your event?

### **10.3 Emergency Vehicle Access**

You need to make arrangements for emergency vehicles to get on site, even if you are banning normal vehicle movements for the event. Also, allow space of 3 metres for them to gain access.

### **10.4 Pedestrian Access**

How will people access the event on foot

### **10.5 Taxis, Bus and Rail**

Will there be any effect on taxis, bus, train? How will they know?- Know details of timetables for public transport and keep in touch with relevant partners e.g., First Bus, Scot Rail.

# **11.0 Clean up and Sustainability**

Timeline of clean up and break up of event.

How will the site be cleaned and cleared?

How many bins are you providing

The site should be in the condition you found it.

External partners for waste?

# **12. Communication**

### **12.1 Event control**

With a big event it is recommended to have an event control where all relevant people come together and manage the event from a distance to retain independence – normal reps would be police/event organiser, emergency planning, stewarding rep and first aid. Ideally this should have an overview of the event site. For smaller events this may not be practical and this may be done differently. Event control should log all occurrences and be able to respond to emergency situations. Opening times of event control, if relevant.

**12.2 Are there any radio** communications in place, or will you only be using mobile telephones. If so, remember that it is difficult to hear you phone in the midst of an event, so have them on loud and vibrate! All comms should be through event control if there is one.

### **12.3 Event Management**

Who is managing the event – will they be on site – and when?

### **12.4 Security staff**

How will stewards communicate? Own radios?

### **12.5 Emergency Services**

How will you contact the emergency services if required – 999? And if so, who will do this?

### **12.6 Telephones**

Need to list contact details for this – event telephone directory

### **12.7 Radio Channel List – if applicable**

|  |  |
| --- | --- |
| Job Title | Radio Channel |
| All staff | 1 |

# **13.0 Temporary Structures**

Details of any temporary structures like tents, marquees, bouncy castle, fair rides etc need to be mentioned here. Relevant risk assessment to be provided from each supplier as well as insurance, method statement, contacts, licences etc.

# **14.0 Fencing and Barriers**

What type of fencing will you require? Do you have a stage- have you considered mojo barriers etc. Ties into a bit with crowd control and management.

# **15.0 First Aid and Medical Management**

### **15.1 Risk assessment**

Purple guide will provide a medical risk assessment template.

The medical provider should provide an adequate medical plan.

### **15.2 Who is the medical provider**

### **15.3 where is first aid and medical assistance based.**

# **16.0 Concessions**

If applicable.

If so, public liability insurance and food hygiene certificates must be provided.

### **16.1 Bars and the sale of alcohol**

If you plan on selling alcohol at your event the details should be listed here. How will you comply with licencing conditions. Are staff trained and have relevant training- personal licence etc. You cannot serve alcohol without prior approval from the licence holder

# **17.0 Power and Electrical Installations**

Number of generators etc. Any power and electrical outlets to be detailed here.

# **18.0 Sound, noise and vibration**

How will you comply with noise conditions on licence if applicable?

# **19.0 Lost Children and Lost Property**

Sometimes overlooked…

How will you deal with lost children?

# **20.0 Severe Weather and Event Cancellations**

Details of weather that may lead to cancellation of event and how this will be managed, e.g. during summer – thunderstorms etc

Also include flood risk if appropriate, e.g. field liable to flood and create difficulty for traffic leaving the event.  Include any mitigation measures to be provided, e.g.4x4 assistance.

It will be a decision made by the operational management team if the weather creates too great a risk for the event to proceed. Include any trigger points that maybe used.

# **21.0 Event Insurance**

Provide relevant documents

**Event Telephone Directory – appropriate contacts for the event**

|  |  |
| --- | --- |
| **Name** | **Contact telephone number** |
| Event Manager, |  |
| Event Deputy, |  |
| Site Manager on the day, |  |
| Marquee Supplier etc |  |
| Production Manager – |  |
| Falkirk Council Contact Centre |  |
| Steward contact |  |
| Street Wardens |  |
| Noise Monitoring |  |
| Police |  |
| Fire |  |
| Ambulance |  |

**EVENT MANUAL DISTRIBUTION LIST**