

GUIDANCE FOR ORGANISERS OF EVENTS OR FESTIVALS



INTRODUCTION

To aid you with your event planning we have created a checklist and provided advice on topics the Police (Licencing, Traffic Management, Event Planning and Neighbourhood Policing) will be looking at around safety, security and crime prevention. This is by no means exhaustive as every event is assessed on a case-by-case basis, but this should provide an overview of the headline areas we will be looking at. Not all may be applicable to your specific event, so if you have any questions or concerns please make contact with an event planner (details at the bottom of this document). The Police’s role in supporting safe and secure events is usually part of a wider collaboration of agencies and partners and should be regarded as such.

Our advice is to plan and engage early with your local authority Event planning team and if appropriate the local Safety Advisory Group (SAG & SAGEs). Organisations that make up the SAG Partnerships may require minimum timeframes to work to for events, the same also applies for Licencing and Highways for matters affecting the roads. We want to support vibrant communities with safe and secure events and we would be pleased to work with you and your event. Its never to early to start the conversation.

All matters suggested for consideration must to be tailored specifically to your event & venue.

[First Action – Download The ProtectUK app and ensure all your event staff do the same.](#)

[Apple App Store Protect UK APP](#)

[Google Store Protect UK APP](#)

CHECKLIST

	Considered?
Pandemic/Health Emergency/Coronavirus	
Counter Terrorism Measures	
Death of a National Figure	
Drink / Drug policies	
E-scooters / Electric Bikes	
Drones	
Emergency Services access routes	
Evacuation	
Event Control Location	
Location / Site / Venue	
Licensing	
Safeguarding	
SIA Security	
Stewards / Marshals	
Staff briefings	



Tabletop Exercise	
Traffic Management	
What 3 Words	

PUBLIC HEALTH EMERGENCIES

E.g CORONAVIRUS

At present there are no Public Health regulations in place, but event organisers should have an awareness that they will need to abide by any which come in into effect in the future.

An example being consideration to including measures which give confidence to attendees that coronavirus has been considered.

Mitigations in case of mass staff sickness, contingency provision or ability to access additional staff if required whether that be stewards, security or marshals.

COUNTER TERRORISM MEASURES

When planning your event you should consider your event in the context of the current UK CT Threat Assessment available at <https://www.mi5.gov.uk/threat-levels> with additional guidance being available at <https://www.cpni.gov.uk/guide-using-threat-assessments> Regularly updated Security advice is available at ProtectUK <https://www.protectuk.police.uk/>

Action Counters Terrorism or ACT Training is free online training available to all event organisers, stewards and security. It is an introduction to counter terrorism and the considerations and mitigations which can be included in an event organisers plans as well as their briefings. The link to the ACT Training is available in the 'useful reference' section at the end of this document. [See Check and Notify \(SCaN\) | CPNI](#) and [SIA launches new counter-terrorism e-learning today - GOV.UK \(www.gov.uk\)](#) are invaluable sources of information and training.

Section 35. "The Purple Guide" to Health, Safety and Welfare at Outdoor Events provides further advice and guidance around Counter terrorism measures.

A&S Police provide a Good Housekeeping Document to event organisers with regards to additional advice and considerations. This is reviewed annually and is available as a separate document.

The Purple Guide to Health, Safety and Welfare at Outdoor events also provides security advice and guidance. Other event guides (venue specific) will also provide a valuable source of information.

Hostile Vehicle Mitigation, there are several different mitigations which can be used for events of all sizes. Some are about attracting attention and others for temporary and permanent



physical barriers. At the end of this documents in the 'useful reference' section there is a link which provides in depth advice.

Martyn's Law also known as the – Protect Duty is likely to be enacted during 2023 as a result of the sad learning gained from the Manchester Arena Attack. While we do not know exactly what this will look like key themes which have come out of the consultation are:

- Organisers should engage with freely available counter-terrorism advice. Ideally all of their staff should be Counter Terrorism Awareness trained and proposed that it should become part of mandatory induction training for new starters. ACT E-Learning is a tool which would help with this. Protect UK is another source (links in useful reference).
- Event organisers should undertake vulnerability assessments to understand where the event could be at risk and what you need to address or mitigations which can be put in place prior to opening. This should also include 'Zone X' or the last mile – to mitigate any risk which are brought about because of the increased crowd as a direct result of your venue or event.
- Mitigating the risks – what will you do? For example, implementing a search policy prior to site entry would have a big impact. Ensuring good security, by working with your security teams they may already have policies and procedures which can be implemented.

Who is Martyn's Law / The 'Protect Duty' expected to apply to?

- Any venue with a capacity over 100 people
- Any company employing over 250 people (even if they work off site)
- Organisations responsible for public spaces where people gather such as parks and beaches.

As more information comes out, we will update this document however, we advise that all organisers keep themselves informed on any details which come out via the government website.

- Martyn's Law will follow a tiered model linked to activity that takes place at a location and its capacity aimed to prevent undue burden on businesses.
- A standard tier will apply to locations with a maximum capacity of over 100. The aim is to drive up use and engagement with existing resources that help teams undertake low-cost, simple yet effective activities to improve preparedness. This will include training, information sharing and completion of a preparedness plan to embed practices, such as locking doors to delay attackers' progress or knowledge on lifesaving treatments that can be administered by staff whilst awaiting emergency services.
- An enhanced tier will focus on high-capacity locations in recognition of the potential consequences of a successful attack. Locations with a capacity of over 800 people at any time, will additionally be required to undertake a risk assessment to inform the development and implementation of a security plan to assess the balance of risk reduction against the time, money and effort required to achieve a successful level of security preparedness - a recognised standard in other regulatory regimes (including Fire and Health and Safety).
- The Government will establish an inspection and enforcement regime, promoting compliance and positive cultural change and issuing credible and fair sanctions for serious breaches. Dedicated statutory guidance and bespoke support will be provided by the Government to ensure those in scope can effectively discharge their



responsibilities, with even small venues also able to benefit from this and take voluntary action. Expert advice, training and guidance is also already available on the online protective security hub, ProtectUK.

DEATH OF A NATIONAL FIGURE

You should consider what you would do in the case of the passing of a national figure and any impact it could have on your event.

- Will you still have access to the same resources you expect?
- It is worth engaging with your suppliers to ensure they can still provide you with the expected resources should you plan to continue with your event. Particularly considering security, medical cover, toilets, and barriers.
- If your suppliers are no longer able to meet the requirements, what will you do?

DRINKS / DRUG POLICIES

To be considered if appropriate for your event:

- Appropriate licenses put in place
- Processes / plans in place for staff to follow
- If a Bar, Challenge 25 is being used
- Drugs, if amnesty bins to be used, please get in contact to discuss as an MOU will be required

E-SCOOTERS / ELECTRIC BIKES

Event organisers to consider E-vehicles as it is another new mode of transport which could be used to get to / from your event. You should engage with local E-provider on:

- event plans,
- locations,
- times,
- drop off points, including parking of E-vehicles
- alcohol,
- hazards,

There are mitigations and controls which can be put on vehicles such as E-scooters but this will need to be discussed with the provider.

- o Yeovil – support@zwingz.co.uk
- o Taunton – taunton@zippmobility.com
- o Bristol, Bath and South Gloucestershire – uk.prio.support@voiapp.io



DRONES

Your event may intend to use a Drone(s) and equally you may wish to consider how you respond to unwanted or hostile drones. General advice is available

<https://www.gov.uk/government/news/drones-are-you-flying-yours-safely-and-legally> and <https://register-drones.caa.co.uk/drone-code>

EMERGENCY SERVICES ACCESS ROUTES

- is this clearly marked on your site plan? (Red route)
- is it fit for purpose? (Sound, traverse, width of 3.5m)
- Has consideration to the size of vehicles that may have to attend be made?
- Routes should be kept clear at all times
- Independent emergency access / entry points (if available)
- Has this information been shared with the Emergency Services and have What 3 Word locations been included in this?

EVACUATION PLANS

Things to consider:

- RV points for Emergency Services
- Evacuation procedures
- In-vacuation procedures
- Control bays (secondary)
- Assembly points / safe spaces
- Adequate stewards / marshals – messaging is clear and coherent
- Clear / concise and memorable coding for event staff.

While as the organisers you are not an emergency service provider, in the case of an emergency or potential major incident you are likely to be asked by the call holder for as much information you can provide on the situation which is unfolding. This is likely to be through the M/ETHANE model which will help the emergency services to respond.

M – Major Incident (this can only be declared by the emergency services and not the event organisers)

E – Exact location – What 3 Words helps with this

T – Type of incident – what has happened?

H – Hazards – are there any hazards we should be aware of when responding?

A – Access to Scene – How accessible is the site? Is there a clear route for emergency services?

N – Number and severity – Any details you can provide on the number of casualties, or people who may be trapped or involved with the incident helps with the response planning

E - Emergency Services – which services are required and are there any already on scene?



EVENT CONTROL LOCATION

- If you have one, mark it on the site plans
- Consideration to its location
- Facilities required are available within close proximity of event control post

LOCATION / SITE / VENUE

There are a number of things which need to be considered, the purple guide is generally the most appropriate but there if a sports venue is being used then the Green Guide – Alternative Uses of a Sports Ground by the SGSA should also be followed and in certain areas will take precedence over the purple guide, for example in regards to evacuation procedures so this is something to be aware of. Links to these documents can be found in the useful links section at the end of this document.

The DIM (Design, Information, Management) / ICE (Ingress, Circulation, Egress) model helps planning for expected and emergency situations, allowing you to prepare for different situations. There are numerous examples available online.

Other things to consider:

- Is the location, site, venue suitable for the event or festival
- Access to the location for vehicles and pedestrians (staff, attendees & Emergency Services)
- Parking facilities, highways and the impact on surrounding area / infrastructure
- Is your event taking place in a permanent or temporary structure?
- Is a license required?
- Weather – how exposed is the site? Wind – infrastructure damage or risk, Rain – drainage from site, flooding or becoming boggy can an emergency vehicle still gain access and is there an impact on egress from site, Sun and/or extreme heat – is there any shade?
- Even if your event is taking place on private land there should be a consideration to the impact on the surroundings and this should be included in your Event Management Plan, Risk Assessments and Traffic Management Plan.

LICENSING

There are 2 different types of licenses, TENS License and Premise License. Depending on the event / festival you may need one of these. If you are questioning if you need a license for your event, please follow the link to the government website in the useful reference section.

Generally speaking, TENS licenses are for events or areas sectioned off for a maximum of 499 attendees and tend to be short term. Premise licenses can be for events with more than 499 attendees, or a regular venue / location used for holding events. The license can belong to the event organisers or the venue. It is worth engaging with your local council to understand which would be most appropriate for you.



Grounds for objection or review of a license include:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from Harm

SAFEGUARDING

As part of the safeguarding for your event or festival there are multiple things that you should consider, as well as having procedures in place to aid your teams in managing certain situations, these could include:

- The number of DBS qualified staff you will have as part of your team and how recently their DBS check was. Good practice is every 3 years.
- Where you will locate your found child / vulnerable person point. We would advise it is not collocated with the first aid tent. You do not want a vulnerable person witnessing a potentially traumatic procedure.
- The difference between a missing and a found individual.
- Contacting the Police if required on either 101 or 999 as appropriate.
- The time of day your event takes place – is it daylight or is it dusk / dark? Are there any additional risks because of this?
- The use of language and terminology – is it clear? Does everyone understand?
- What if there is a medical incident?
- What if someone has intentionally taken a banned substance?
- What if someone has unknowingly consumed or been injected with a banned or harmful substance? How will your team manage this situation and is additional support required?

Violence Against Women & Girls (VAWG)

- Consider having DBS checked people available in this area
- Consider having a separate space for women and girls
- Avoid having dark spaces
- Have a space for people to go if they are feeling vulnerable perhaps a 'chill out area'

The below is guidance as to what is acceptable for a Missing/Found Children's/Vulnerable Adult Policy for an event. It is a base and if used should be adapted to be event, site, and location specific.

All staff are to be made aware of their responsibilities and what procedures are to be adopted in the event of dealing with this type of incident.

MISSING CHILD / VULNERABLE ADULT PROCEDURE

1. When a Child or Vulnerable Adult is reported **missing** then that should be conveyed to all staff and control immediately with a full description.
2. Parent or Guardian should remain at location (to allow child/VA to return) for around 5 mins and then be taken to the designated Lost Children point.



3. All access and egress points are to be contacted and staff to look at for Child/VA.
4. All staff to search their immediate area and a coordinated search of all the site to be made by staff.
5. If site search negative then Police should be informed at the earliest opportunity or within 15 mins

FOUND CHILD / VULNERABLE ADULT PROCEDURE

1. If a Child or Vulnerable Adult is **found** then let control and all staff know.
2. After a few minutes (5 mins) at location with child/VA (this is to allow a parent or guardian to return) attend lost children point where there should be suitably trained DBS checked staff.
3. Obtain as much detail as possible without distressing the child/VA
4. Make an appropriate public address message without details of child/VA.
5. If no parent or guardian forthcoming after a suitable time then contact Police.

REUNITING OF A CHILD / VUNLERABLE ADULT

- When reuniting children obtain details of parent/guardian and see evidence of who they are
- Make sure all details of child/VA are obtained and recorded on the event log
- If in doubt about parent/guardian or if the child is reluctant then consider calling the Police

SIA SECURITY

As an event organiser who may be required to use qualified SIA security, you are responsible for checking the authenticity and validity of the SIA staff's competency You are strongly advised to ensure your security contractor assure and audit the competence of those that are deployed at your event – it is a very real threat to the safety and security of events if there is fraudulent use of qualifications and ID. It is a sad fact that within the event industry we see this type of fraud. It compromises the event and also organisational confidence and individual reputations. Licensed events / festivals need to have qualified SIA security, SIA security officers are trained to deal with various scenarios and play an incredibly important role in event safety. While required for licensed events / festivals they also add benefit to unlicensed events, they can conduct person and possession searches to ensure attendees are following your terms and conditions and are ultimately there to help you deliver a safe event.

Professional security are just that, many do it for a living and are therefore an asset to your event, work with them, it may be that they already have processes and procedures in place to aid in the safe delivery of your event.

The Purple Guide advises that this is a stand-alone role, as is first aid, so while some of your security may be trained in first aid, they should not be your sole provision – the roles should not be double hatted.



STEWARDS / MARSHALS

These may be paid or unpaid, your usual staff or volunteers but it is essential that they are well trained, and you have confidence in them to ensure the safety of attendees at your event.

Stewards / marshals should be:

- Easily identifiable – high vis jackets, uniform, badges
- The Purple Guide recommends a ratio of 1/100
- Well trained, they should know their specific role and what they are responsible for. As well as steps to take in a variety of situations.
- What qualifications do they have?
- You should have confidence in them, are you comfortable they understand what they must do and that they will be capable of delivering your plans to ensure event safety?
- Language, do they have a good understanding of English and are they competent to understand and communication actions quickly and efficiently?
- Do your attendees have confidence in them? This is really important as if in an emergency situation they do not know what to do or are not confident to deliver your plans then attendees will lose confidence in them, panic may occur, and event safety is likely to be compromised.

STAFF BRIEFINGS

This can be applied to both in advanced and on the day. Things you should consider:

- What do you need to train your teams on and ensure they have a thorough understanding of in advanced of the event or festival taking place?
 - o This could be ACT E-Learning or other Counter Terrorism Training
 - o Details on roles and responsibilities
 - o What to do in various emergency situations
- What are the key points you need to raise as a refresh on the day prior to the start of your event / festival?
 - o Missing / Found child or vulnerable adult procedures
 - o Remaining vigilant to suspicious activity or behavior (key points from the ACT or other Counter Terrorism training)
 - o VAWG
 - o Your expectations of them
 - o Emergency procedures
- Will you be providing a reference sheet, handbook or lanyard with key flash action cards which are easy to use and follow? Things like missing / found child / vulnerable adult procedure, what 3 words for key locations, timings for the day, key contact details etc.



TRAFFIC MANAGEMENT PLANS (TMP)

Even if you are not holding your event on the highway, it is likely that you will still need to have a Traffic Management Plan due to the impact your event has on the surrounding area. It might be for safety that you have road closures for pedestrian management, advanced notices for your events impact on the highway (such as some running or cycling events) or alternative routes and car parks due to the increased traffic in the area for attendees travelling to / from your event as initial considerations.

Things that you should consider in your TMP:

- Vehicular access / egress to proposed event venue
 - o Management of traffic flow
 - o Identified entry / exits from any temporary car park or ensuring that entry into a permanent car park at a venue is suitable.
 - o What is the impact on the highway network surrounding the event, on street parking and other traffic?
 - o Diversion routes?
 - o Event Organisers should consider whether temporary waiting restrictions will be needed to prevent congestion on the highway – this could be through the use of a TTRO (Temporary Traffic Regulation Order)
- Pedestrian access / egress to proposed event venue
 - o Potential conflict between pedestrians and vehicles
 - o Road crossings which would be affected by bulk pedestrian movement
 - o Methods to improve road safety (cones, barriers, temporary signals etc.)
- Signage
 - o Event Organisers should provide a signing schedule of any temporary signing to be placed on the highway as part of the event, i.e. directional signs or instruction signs (this MUST be with highway authority agreement) and consider whether there is a need to introduce temporary road closures (this MUST be applied for a minimum 6 weeks in advance to the highway authority to enable to legal process to take place)
 - o All signs that are placed on the highway must comply with the Traffic Signs and General Directions Legislation or be specially authorised. “Felt tip on a piece of plywood” is not acceptable.
 - o All signage must be agreed with the relevant highway authority(ies)
 - o Signing for the event should consider how visitors to an event will be directed to the venue and how traffic not wishing to access the event will be made aware of how to avoid being caught up in event traffic. (Advance signing, diversion routes etc.)
- Emergency access
 - o Identify ingress and egress routes for emergency services, safe and quick access routes



- Consideration of available access to adjacent sites
- A Temporary Road Closure MUST be made in the following circumstances:
 - If there is any likelihood of crowds spilling onto the highway.
 - If it is necessary to prevent traffic flow for however short duration to facilitate the event.
 - If the volume of persons taking place in an event on the highway means that road safety will be compromised.
 - If it is necessary to control traffic flow by managing the routes available for use, i.e., Carnivals, parades.
- Details of any Temporary Road Closures
 - Timings / Duration
 - Detailed proposed diversion route clearly marked on a map (including signage locations, the event footprint and any details of road junctions identified as critical in the TMP)
 - Details of the physical methods to be used to close roads i.e. barrier type and Hostile Vehicle Mitigation (HVM).
 - The implications for other road users such as bus companies, taxis, tourist coaches, places of worship, religious events etc., and the suitability of any proposed diversion route for use by such vehicles and provide a solution to any issues arising, within the TMP.
 - Consider provision for vehicle removal from any road which is subject to a closure, and which could cause obstruction for the event.
- Marshalling
 - How many, their locations, and role / responsibilities
 - Marshals are equipped with high visibility clothing, method of identification, methods of communication between marshals and event control i.e., radios etc.
 - Qualifications required for roles undertaken (CSAS or Chapter 8)
 - A Chapter 8 qualified steward allows them to place approved signage or barriers on the highway. This does not permit them to direct traffic (although the caveat would be 'unless they were using Stop Go boards or temporary traffic lights').
 - A LANTRA qualification provides training on how to place signs etc. as part of a temporary traffic management system in accordance with Chapter 8 of the Traffic Signs Manual, "Chapter 8 Trained". These individuals are not able to direct traffic.
 - CSAS accredited individuals are permitted to direct traffic as long as there is a TTRO in place. CSAS personnel must be registered in our Force Area to have the authority to use the CSAS powers even if they are accredited elsewhere.

We would advise if you are considering undertaking any form of traffic management that you liaise with your local highways authority.



WHAT 3 WORDS

Street addresses are not always precise, What 3 Words has given every 3m square in the world a unique address which will always stay the same making it easier to pinpoint a precise location.

What 3 Words is a fantastic tool that you can benefit from when planning and carrying out your event. There is both a web version and an APP which members of your team and attendees can download for free.

Examples of potential uses:

- Easily identifying an area for onsite personnel or emergency services to attend an incident
- Guiding ticket holders to the correct entry gate (This could be included on the tickets)
- To identify key locations (for both staff and/or attendees) such as:
 - o Event Control
 - o Medical Tent / Space
 - o Toilets
 - o Water refill points
 - o Missing / Found Child / Vulnerable Adult Point
 - o Safe Spaces – VAWG
 - o Check points on a race route

USEFUL REFERENCES

In addition to the below we would advise that you utilize all the advice and guidance available on the local council website for the area in which you are planning your event as they have pages for Event Planning, Licensing, Highways advice etc.

Counter Terrorism	ACT Training	https://ct.highfieldelearning.com/
Counter Terrorism	Hostile Vehicle Mitigation	Hostile Vehicle Mitigation Page
Counter Terrorism	Protect UK	 ProtectUK
Counter Terrorism	CPNI - SCaN	See Check and Notify (SCaN) CPNI
Counter Terrorism	SIA	https://www.gov.uk/government/news/sia-launches-new-counter-terrorism-e-learning-today
Emergency Planning	JESIP	https://www.jesip.org.uk/
General Advice for Events at Sports Grounds	Green Guide	Alternative uses of sports grounds - Sports Grounds Safety Authority Sports Grounds Safety Authority (sgsa.org.uk)



General Event Planning	The Purple Guide	The Purple Guide
General Events Advice	H&S at Events	Events health and safety (hse.gov.uk)
General Events Advice	The Events Industry Forum	The Events Industry Forum
General Events Safety	What 3 Words	what3words /// The simplest way to talk about location
Licensing	Government Guidance	Entertainment Licensing - GOV.UK (www.gov.uk)
Security	SIA	Security Industry Authority - GOV.UK (www.gov.uk)
Traffic Management	Somerset Highways Advice	Organising an event on, or affecting the public highway (somerset.gov.uk)
Traffic Management – Directing traffic on the highway	CSAS Qualified Marshalls	https://www.avonandsomerset.police.uk/apply/community-safety-accreditation-scheme/
Welfare	Festival Safe website, supported by RSPH	www.festivalsafe.com/information/drugs-alcohol
Welfare	Festival Survival Guide	www.festivalwelfareservices.co.uk/festival-survival-guide
Welfare	FRANK	www.talktofrank.com

In addition to the weblinks above, Protect UK, JESIP & What 3 Words all have APP's which can be downloaded onto phones or tablets.

Police Event Planner Contacts

Please see the details for the Event Planning Officers in Avon and Somerset Constabulary. Our office hours are Monday to Friday 8am to 4pm.

Bristol & North Somerset (exc. Weston Sea Front)	Ted Grabowski E: Tadeusz.Grabowski@avonandsomerset.police.uk M: 07714 839903
B&NES, South Gloucestershire & Weston Sea Front	Currently vacant contact Gary or Ted (March 2023)
Somerset	Gary Bowden E: Gary.Bowden@avonandsomerset.police.uk M: 07802 874884
SW Regional Counter-terrorism Advisors	CTSA@avonandsomerset.police.uk



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