

Appendix 4

Leeds City Council Parks and Countryside Community and Charity Event Guide

A guide to organising community events in Leeds's parks and green spaces

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Introduction

Organising an event in a Park or Green Space

This guide provides information for organisers of events on Leeds's parks and green spaces. Careful planning and organisation will help to ensure that your event is successful, safely run and enjoyable for everyone involved.

If you are considering organising an event in a park or on green space you will need to contact us in the Bookings and Licensing team in our Parks and Countryside service. We can provide; support and guidance on event organisation along with advice about licenses.

We can provide information about essential requirements that need to be in place. If you have any questions about any of the points we cover in this document you can contact them on 0113 3957400.

By providing this guidance Leeds City Council does not accept any responsibility for any aspect of the organisation or management of the event

Responsibilities

Event organisers have a **legal** responsibility to protect the health, safety and welfare of the public, participants, bystanders, volunteers, contractors and employees involved in the event. All events must comply with recognised safety standards and the event organisers must take all reasonable precautions to ensure the event takes place safely.

Permission

Permission to use any park or green space must be granted before an event can take place. Contact the Bookings and Licensing section to discuss your proposal and begin the event application process at least **eight weeks** before the proposed event date.

How to book a Parks and Countryside site for an event

This section details how to book a site for your event in Leeds.

The Event Application Process

You may have somewhere in mind or be looking at a number of venues for your event. In either case you will need to apply for permission at least **8 weeks** before the date you would like it to take place. This will make sure it does not clash with

another event and reduces the likelihood of causing problems for other users of the green space. This is especially important in summer as it is the busiest time of year with many events taking place across the city.

Small events with little or no impact on other users of the space or on the space itself may not need a full event application. But you will still need to contact us to discuss your plans.

Large events will take a longer to get approval because the number of organisations to be consulted increases. You should allow a minimum of six months to plan and deliver such an event.

1. Contact us in the Bookings and Licensing team with your event proposal, *at least 8 weeks* before your preferred event date. This must include your preferred location and date. Email us at eventsinparks@leeds.gov.uk or phone 0113 3957400
2. We will check our events database. If your proposal is acceptable, and the site and date are available, we will send you an application form to complete
3. Return your application form as early as possible. This will give us time to talk to you about potential issues that may arise and to resolve them. You can return your form before obtaining public liability insurance, medical provision, completed risk assessments and child welfare documentation. But you must provide evidence of these *at least 4 weeks* before the date of your event.
4. At this point, we will let you know:
 - if there will be a fee for holding your event
 - if your event requires a license and how to go about getting one
 - whether you need to inform the emergency services about your event
5. Once agreed, we will *provisionally* book the event in the diary (pending all documentation).
6. We will consult with ward members and local user groups (if necessary) to ensure that all parties are happy with the event to proceed.
7. If you have any additional charges to pay, other than the site fee, we will send detailed costs and asked you to confirm that you accept them.
8. When we have received your completed application form; all other documentation; confirmation you accept any additional costs; and ensured that all outstanding issues have been resolved we will send **you final confirmation your event can go ahead**. Do not publicise your event until you receive this.
9. Once we have sent confirmation, we will arrange for you to meet the relevant manager on site to talk through the details of your event. This must take place **at least 3 weeks before the event**

Site Access, Keys & Utilities

You may need a key for vehicle access to the site for setting up and taking down your event infrastructure. You can discuss these arrangements when you meet the site manager.

You may want to open access points for members of the public that are normally closed. If so you will need to carry out a risk assessment of the potential hazards to ensure safe entrance and exit from the event site.

Essential requirements to hold an event

The minimum requirements for final permission to hold an event are that the event organiser has:

1. Submitted an Event Application Form to the Bookings and Licensing team which contains all relevant information about what the event will involve.
2. Provided a copy of the Public Liability Insurance with £5 million indemnity belonging to the organisation that is running the event.
3. An appropriate (as recommended by an official first aid provider) number of qualified First Aiders at the event (evidence of first aid qualifications/booking to be provided) .
4. Carried out a Risk Assessment which covers all proposed activities which arise from the staging of the event and provided a copy to the Bookings and Licensing team.
5. Agreed to pay a fee for use of the site and facilities (*where applicable*).
6. Got relevant licenses (*where applicable*).
7. Notified emergency services (*where applicable*).
8. Provided a copy of a Child Safety and Welfare policy for the event.

1. Application form

A blank Event Application Form is provided with this document (Attachment 4). Information about the various sections on the form is provided below.

2. Insurance

Event organisers require public liability insurance with £5 million indemnity, you will need to provide copies of Public Liability insurance certificates to the Bookings and Licensing section before approval to hold the event can be given.

If you are part of a national charity or voluntary organisation, contact your headquarters as you may already be covered or have access to reduced rates.

All contractors and performers used at an event will also need to have their own public liability cover and event organisers must ask to see and retain copies of certificates.

For information on getting insurance for your event, speaker to any insurance provider.

3. First Aid

We need evidence of first aid provision before giving permission for an event to take place. This could be up to date first aid certificates or a booking form from a first aid provider such as St John's ambulance.

The number of first aid providers your event requires depends on a number of factors; such as size of the event, location and type of activities taking place. You should contact an official First Aid provider to find out the appropriate level of first aid provision (details given in *Useful Contacts* section).

4. Risk Assessment

Event organisers have a **legal responsibility** to ensure the health, safety and welfare of any employees, volunteer helpers or contractors involved in arranging the event as well as to the public and participants attending. Events must comply with recognised safety standards and the event organiser must take all reasonable precautions to ensure the event takes place safely. This should be ensured by carrying out risk assessments which consider the safety of people attending the event, working on the event and passers by. It may also be useful to look at Attachment 1, the event safety checklist, at this stage. This document gives details of the kind of things that need to be in place for an event to be run safely and is designed to be used on site, on the day to double check that everything is in place.

All hazards associated with the event should be identified, the level of risk assessed and control measures put in place to reduce these risks to an acceptable level. Where the event consists of more than one attraction such as at a summer fete, each activity should be included in the risk assessment.

Contractors who are providing elements of an event such as marquees, bouncy castles, children's rides should have their own risk assessment which covers the service they are providing and copies should be given to and retained by the event organiser.

Risk assessments can take many forms and you are responsible for your own risk assessment. If you require guidance on how to write a risk assessment or a blank risk assessment as a template, please see Attachments 2 and 3.

More information on risk assessments can also be obtained from the Health and Safety Executive document; '*The Good Practice Safety Guide for small and sporting events.*' See 'useful documents' section for the relevant web address.

5. Fee

In some circumstances, depending on factors such as the size and purpose of the event, there is a fee payable for holding your event on Leeds City Council land. You can find out more by speaking to us and we will confirm the fee once we've received the completed event application form.

6. Licenses

Some kinds of events, such as those involving the sale of alcohol or certain types of performances, require licenses. We will let you know if you require a license and, if so, how to go about obtaining one.

7. Notifying emergency services

Again, if the type or size of event you are organising requires you to notify the emergency services, we will let you know, either by phone or on confirmation of booking.

8. Child Safety and Welfare policy

Events organisers are required to provide a child safety and welfare policy document to the Bookings and Licensing team as part of the event booking process. Child Safety and Welfare policies should take into consideration the following:

- Plan for a lost and found children's point. This area should be supervised by 2 people working in male/female pairs and there should be a policy for handing over lost children to their parents. Names of lost children should never be communicated over a public address system.
- Staff/volunteers should avoid being alone with a child or vulnerable person.
- Staff/volunteers should treat children with respect and avoid bad language or other inappropriate comments when taking responsibility for children.
- Staff/volunteers should avoid unnecessary physical contact with children and other vulnerable people, even if they are upset.
- If events staff/volunteers have any concerns about a child or feel that further assistance is required they should contact the police.

How to organise and deliver a community event

This section provides advice on how to organise and run a community event.

Organising an event can seem daunting, but can be more manageable if you share tasks between a group of people. You can breakdown any event into four stages:

- a) Plan
- b) Promote
- c) Deliver
- d) Evaluate

a) PLAN

The questions for event organisers to consider when beginning the planning process are:-

Why?

The reason why you are holding an event is one of the first things to consider as it will help to determine ideas for activities, could suggest potential sources of funding, who else to link with and when to hold your event.

There are many reasons why you might want to hold a community event, such as:

- For fun and friendship, bringing together the local community
- To increase the use of your green space
- Fundraising for your group or a charity
- To raise awareness of your project
- To celebrate the work or activities of your group
- To attract new members to your group

Whatever your reason, events are very important in increasing community cohesion and of your group's or organisation.

Where?

Permission to use any park or green space must be granted before an event can take place. You may have a site in mind already or you may be considering several options for the most suitable venue for your event. Whichever site you are considering, your proposed event must be booked well in advance with the Parks and Countryside Bookings and Licensing section. This is to make sure that events do not clash with other events or activities or present a problem for other users of the green space and that all necessary steps are being taken to ensure public safety.

When?

You will need to make an application to the Bookings and Licensing section for permission to hold an event at least **8 weeks** before the date that you would like the event to take place. This is especially important over the summer as this is the busiest time with many events taking place across the city.

Give yourself as much time as possible to organise the event - a large event may need as much as 9 to 12 months' planning. Some specialist advice may be required and special permissions could take time; for example, three months' notice will be required for events that require Road Closure Orders.

The type of event you are considering may have implications for the time of year to hold the event, for example events with activities for children may be more successful if held during the school holidays. Weather conditions are also an important consideration when planning an outdoor event.

What?

What kind of event will it be? What kind of activities will your event have? What

resources will be required? What needs to be done? What are the risks involved?

Smaller events such as a litter pick or small community picnic with little or no impact on other users of the space or on the space itself may not need a full event application, but please contact the Bookings and Licensing section to discuss what you are planning to do.

Unless your group has a clear consensus on the type of event to hold then start by creating a list of all the possible events that the group might want to organise and the possible resources that will be required. Having a theme for an event can make this easier. You could also consult with the local community as to what type of events they would like to see in their local green space or look at what has worked well there in the past. Consider how these events fit in with the overall aims and objectives of the group and if such events will appeal to your target audience and/or the public generally.

Also consider the size / type of your event and whether you will be able to manage with it your current resources (staff or volunteer numbers, budget etc).

Deciding on the type of event to be held will determine what activities and resources will be required and what needs to be done. However, you must contact the Bookings and Licensing section to discuss your event proposal and make a provisional booking for use of the site before booking anything for an event.

Whatever type of event you decide on your group should have a well presented stall/area at the event, in a prominent position, staffed all day with members who are willing to answer questions about the group's activities, especially if the group are working to support the park and wish to involve local people. Visitors should leave the event having had a great time, knowing who hosted the event and knowing more about what your group does.

Who?

Consider who is your event aimed at. Are particular groups of people to be targeted, such as young children or teenagers? Thinking about your target audience will help you to decide on suitable attractions and activities that will appeal to them.

Who should you work with?

Consider which other local organisations you could involve or work in partnership with as they may be able to offer an activity, volunteers or other support for your event for free.

Who needs to be involved?

The Bookings and Licensing team can support you in planning your event through advice and information about resources, other Council departments and officers that may need to be consulted and any other services you may need to seek advice from such as the Police or Fire Service.

Who will do what?

Event Team or Committee

There are many things to be done which all need to come together to make a successful event so an event team or committee should be formed and be in operation before, during and immediately after the event. Allow plenty of time to plan an event as many things will need to be discussed and decided upon.

Establishing group roles and responsibilities

Specific responsibilities should be shared out between team members, using the strengths and interests of the individuals. For example, one person with suitable experience could have overall responsibility for health and safety, another person could be responsible for the co-ordination and supervision of stewards and volunteers. Another team member could have responsibility for booking stalls and all that entails such as receiving payments, issuing receipts etc.

Event Manager

One person should be identified as the event manager as early as possible and be responsible for co-ordinating the activities of the team or committee.

If you have a large number of people at planning meetings, try holding smaller sub-committee meetings with someone appointed to lead each meeting then feeding back to the whole group later. This way the main meetings avoid getting bogged down in detail or delayed because of a lack of consensus on decisions. The main meetings should have an agenda listing the points to be discussed with the appointed event manager acting as chair. Action points, the items that need some work before the next meeting, should be recorded along with the name of the person who is dealing with the action point. This will ensure that progress is made and problems are identified early.

Event Plan

An Event Plan should be maintained by the event manager but made accessible to all event team members and brought to every meeting as a record of how the event is developing and what is still outstanding; see the section on organising an event for more information on the Event Plan.

Key group members should attend meetings regularly and if a group member becomes overstretched because of personal or group commitments then, after discussion with the individual concerned, responsibilities may need to be rearranged to keep the event planning on track.

Volunteers

Try to recruit as many willing volunteers to help out on the day as possible because this will leave less for the event team or committee members to do. Plan with who you can rely on, anyone else is a bonus. As well as helping with the setting up and taking down of the event, volunteers are also needed to act as stewards. Their role is to assist with the smooth running of the event and monitor any potentially hazardous areas such as entrances/exits. Extra help is always useful if your event has tents and marquees that need to be put up, as putting them up will usually take

longer than expected. Try to ensure your volunteers will stay on after the event to help with taking things down and clearing up the site after everyone else has gone. Be aware of any potential health and safety risks that may be associated with these activities and take steps to minimise these through your risk assessment.

Briefing Volunteers and Staff

Hold a briefing meeting about a week before the event as there may not be sufficient time on the day itself. At this meeting make sure that volunteers know what their role is, pass on key information such as contact details, activity times and locations and make volunteers feel that their contribution is valued.

Funding and Budgeting

The aim of many events is to raise funds, but funds are needed to stage events of all but the smallest size, so fundraising needs to be a core part of an event committee's activities and finding funding is a very important part of planning any event.

In the early stages of planning the event, list each element of the event starting with the essential requirements to hold the event such as public liability insurance and first aid cover, then moving on to the wish list of elements you would like to have. Allocate a cost to each of the elements and this will indicate the level of funding needed for the event to take place.

Compare prices for any services you need to bring in such as portable toilet hire, marquees etc, and always let the suppliers know that you are a community group with little funding, offering a free event to local people.

Book and budget for your key event infrastructure as early as possible and try to think of ways you can obtain services safely, but for little or no cost. For example, your local community police may wish to be involved in the event and may be able to bring gazebos. A local DJ may be able to bring a PA system in return for promoting their business, but remember that all electrical equipment must be PAT tested and a generator may be required if mains power is not available.

Sources of funding range from large funding bodies and sponsorship agreements to raffles and table – top sales.

At the event the committee could run a refreshment stall or raffle to raise income or charge for stalls. Decide on a pricing policy for stallholders, either a flat rate paid up front or a deposit plus a percentage of takings on the day. This will generate some income before the event to pay for the event infrastructure.

For advice on finding funding for community events, check out the guide to organising community events on the Green Space website at <http://www.green-space.org.uk/community/communityresources/toolkits.php>

Organising the Event

The key to successful event organisation is thorough preparation in sufficient time

and once you have decided on the fundamental objectives, you can then start to plan the event in detail and produce an event plan.

Careful planning and organisation will help to ensure that your event is successful, safely run and enjoyable for everyone involved and the information in this section is intended to highlight the importance of making safety the top priority in planning your event.

Booking the event

For information on how to book the event and essential requirements for running an event on Parks and Countryside land please see the section at the beginning of this document entitled *How to book a Parks and Countryside site for an event*. That section covers:

- Event application form
- Insurance
- First Aid
- Risk Assessments
- Child safety and welfare
- Fees
- Licenses
- Contacting the emergency services

Event Plan

The event organiser or manager should develop an Event Plan to include relevant information about the event such as contact details, quotes, orders placed, correspondence, insurance, licenses etc. This needs to be kept updated as the event plans progress. Ask for written confirmation of all bookings that you make and send confirmation letters to all your suppliers, contractors and performers outlining what is expected of them, when to arrive, unloading arrangements, contact details etc. This should help to minimise questions and confusion on the day. Follow up this letter with a telephone call to confirm what their individual requirements are; this may avoid last minute problems on the event day.

Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.

The Event Plan should be maintained by the event manager but made accessible to all event team members and brought to every meeting as a record of how the event is developing and what is still outstanding.

Infrastructure

Most events involve some form of infrastructure, be that a stage, bouncy castle, funfair, toilets or stalls. It is the event organisers responsibility to ensure that the infrastructure being used is safe and fit for purpose. All forms of infrastructure should

be supplied and installed by competent professionals, they should also provide the event organiser with copies of their documentation.

Different types of infrastructure require different documentation. Guidelines are as follows:

Funfairs

- Risk assessment
- Public liability insurance
- A.D.I.P certificate - all funfairs have an annual check to ensure they are safe, they are then issued the above certificate, there should be a certificate for each ride.

Bouncy Castles

- Risk assessment
- Public liability insurance
- P.I.P.A certificate - all bouncy castles have an annual check to ensure they are safe. They are then issued with one certificate per ride.

Toilets

- Public liability insurance
- Risk assessment

Other temporary Structures eg. marquees, gazebos, stages

- Risk assessment
- Public liability insurance
- Method statement, this is a document that is the companies policy on how they will install the equipment they are providing.

Generators

- Public liability insurance
- Risk assessment

All generators must be diesel. No petrol generators are permitted and should they be found on site, they will have to be removed immediately.

When using power in an outdoor location with generators, it is imperative that qualified electricians are used to install and run the power supplies.

For further information please contact Bookings and Licensing on 0113 3957400.

Site plan

A site map should be used. You can usually obtain one by using a web search engine such as 'googlemaps'. If you have any problem getting a good image of the site using that method, contact the Bookings and Licensing team and they will help you obtain one.

Once you have a map, identify the best location on site for your event then draw out a site plan identifying the position of all the intended attractions and facilities. Be aware of how many people the site can accommodate, contact the Bookings

and Licensing Team if you have any doubts about this.

Plan out and designate the entrance and exit points, circulation routes for visitors around the site, vehicle access and emergency evacuation paths. Portable toilets need to be sited in a level, open situation with easy access for delivery and collection by lorry, away from any catering stalls. Provision may also need to be made for lost children, first aid, baby changing and lost property.

On-site traffic

Contractors and/or performers' vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. Only allow vehicle access for setting up and taking down at specific times before and after the event and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Car parking facilities may have to be stewarded. Consider where such facilities should be situated. Permission will be required from the Parks and Countryside service to allow traffic on to any green space managed by the service.

Off-site traffic

Unplanned and uncontrolled entry to and exit from a site could result in a serious accident. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances, and entrances should be stewarded. If your event is likely to cause disruption to normal traffic in the event site area due to vehicles or pedestrians, you must consult with your local Police and the Highways Department to discuss any traffic management plans that may need to be put in place.

Only the Police or properly authorised/qualified personnel have the authority to regulate traffic on the public highway. If road closures, signs on the highway, traffic diversions and/or the placement of cones are required then an application must be made for a traffic regulation order well in advance of the event (there are costs attached to this) – see Useful Contacts section at the end of this document for more information.

Contractors

All contractors should be competent to provide the service they are engaged for. Wherever possible, personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments and satisfy yourself that they will perform the task safely. Always ask to see their public liability insurance certificate and keep copies along with copies of their risk assessments in the Event Plan. If an incident or accident should occur you will need this information to hand immediately.

Provide contractors with a copy of the site plan and arrange liaison meetings to ensure any potential problems are addressed before the event day.

Performers

All performers should have their own insurance and risk assessments and the same considerations will apply as for contractor. Where amateur performers are being used, discuss your requirements with them and ensure they will comply with your health and safety rules and event plan. Provide a copy of the site plan and arrange liaison meetings to ensure any potential problems are addressed before the event day.

Emergency Plan

A basic plan should be established to deal with any emergency situations which may arise during the event. The complexity of this will depend upon the size and nature of the event. A designated emergency vehicle route should be kept clear on site and on the approach to the site so that a speedy arrival and departure can be effected if an incident occurs.

If radio communications are used on site, make sure they are charged up prior to the event, are tuned to the same channel and that a hand set is given to the police or other emergency services that are in attendance. Use an agreed emergency situation codeword to raise attention and issue information about this to all relevant people before the event opens.

If mobile phones are to be used, establish that signal coverage is available on the site well before the event day and that the appropriate telephone numbers have been exchanged before the event.

Contingency Plans

These are very important when planning an outdoor event as weather conditions will play a major factor in the safety of the event. Consider the implications in the event of extreme weather conditions. Will the event need to be cancelled?

Consider the impact on the park environment of vehicle movement following wet weather. Poor ground conditions are a hazard to pedestrians and vehicles. If the ground is soft before the event it is unlikely that vehicles will be permitted on any grassed areas and stalls may need to be repositioned around hard-standings and footpaths. You may also need to carry all event infrastructure onto the site.

Contact the Bookings and Licensing team for further advice if you are in any doubt as damage to the park environment will incur **re-instatement costs** for the event organiser.

Another common problem at events can be the safety of marquees on windy days. It is generally recommended that marquees are not used on windy days as they can be a hazard if blown over.

Security

Depending upon the nature of the event, specific security arrangements may be

necessary, including arrangements for securing event infrastructure overnight. For one day events, ensure that all event infrastructure is delivered and collected on the event day to avoid the need for overnight security.

If ticket sales are in operation then cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a secure area. Following your risk assessment, stewards or helpers collecting cash may require money belts or other carrying facilities. Counting and banking arrangements should be given careful consideration. It may be necessary to hire in professional security staff.

VIPs

Consider whether any VIPs attending require special planning and arrangements?

Clearing up and Waste Disposal

Arrangements should be made for waste disposal and rubbish clearance both during and after the event, preferably with facilities for recycling. Individuals should be designated specific responsibilities for emptying rubbish and recycling bins and clearing the site, and be provided with appropriate equipment to do this. Discarded hypodermic needles need to be disposed of safely and this should only be undertaken by someone who has specialist training and equipment, the Bookings and Licensing team should be able to provide an officer to help you with this if necessary.

At the close of the event, the site must be left in a clean and tidy condition. It is recommended that event organisers check the pavements around the park for increased litter from the event as well. If it is necessary for the site to be cleared up by council staff after an event has taken place the event organiser will be charged for that service.

B) PROMOTE

Publicising your event well is very important, bringing the maximum benefit for all your hard work in the preparation and presentation of the event.

You should not begin to publicise the event until you have returned the completed application form and your event proposal has been accepted.

There are a variety of ways to reach your target audience, depending on how widely you need to attract people from and your budget. The co-ordination of this can be delegated to one person but all event committee members will need to be involved in the range of tasks that need to be accomplished to ensure adequate publicity for your event.

Local Networking

Make a list of individual members' contacts with local organisations such as businesses, schools, church groups as this network will be a free resource for the distribution of information which can be in a variety of formats.

Word of Mouth

In local communities, this is often the most valuable form of publicity because it's free. Everyone involved needs to spread the word through friends, family and work colleagues and ask them to do the same.

Press Release

A press release is a brief article, written in a creative style and sent to different media contacts outlining a news story that they may want to use, so try to think of an interesting angle when writing a press release for an event. Local newspapers and radio stations like stories about people in the community, so follow the press release up with a telephone call.

Letterbox Drops

If you need to attract people from a wide area then you could consider using a company to distribute your flyers with the local free newspaper. A few weeks before the event date distribute flyers to any residents whose property is likely to be affected by the forthcoming event. By doing this any potential conflicts can be minimised, for example, if street parking or noise might be an issue then residents have been forewarned and can decide whether they want to come along or avoid the area for the duration of the event.

Banners

These are useful for attracting passers by and can usually be displayed in or outside the park where the event is to take place up to 2 weeks before the event. You will need to speak to the relevant Area Officer to discuss this and for advice on local conditions, and suitable locations. The maximum size will be 4 feet long x 2 feet high.

If your group is going to run a series of events, consider having banners with a generic message so that they can be re-used on other occasions with the relevant date added. If your group is part of a national organisation you may be able to get promotional banners and other publicity through your headquarters.

Programmes

A simple programme which lists the event's activities, locations and times may be useful. This could include a site map with features such as first aid provision, lost children point, toilets etc clearly marked. An effective way to draw people into the event is to have volunteers handing out programmes at the park entrances and in the surrounding areas but please be aware.

that this can generate increased litter which you will need to attend to. A

programme is also a useful way of letting people know about the activities of your group and potentially increasing membership and can be used for sponsorship opportunities.

Internet

Many groups have their own website which is a useful way of informing people about forthcoming events.

Social networking is also a growing area of the promotion of events so setting up a facebook or twitter page for your organisation can be beneficial.

C) DELIVER

The event plan will have laid the foundations for the big day, but now it's here these are a few recommendations to help things run more smoothly on the day. Use **Attachment 1: *The event safety checklist***, to guide you in this stage of the event coordination.

1. **Equipment** - Have a box of essential equipment to hand at the information point.
 - Pens/paper/marker pens
 - Duct Tape/ masking tape
 - Tent pegs
 - Scissors
 - Cable ties
 - Bin bags
 - Dog poo bags
 - Contact details for event committee members and volunteer
 - List of tasks for staff/volunteers
2. **Briefing** - Check that all committee members, stewards and volunteers have been fully briefed and understand their responsibilities.
 - Have a list of contact details—mobile phone numbers, and give copies out to all who need to know them
 - Make sure everyone knows who the event manager is
 - Make sure everyone knows what the plan for the day is.
 - Make sure everybody knows what their duties are
 - Ensure all event personnel have a copy of the site plan, so that they know where everything is.
 - Make sure everybody has seen, understands and is committed to following the risk assessment
 - Make sure everyone knows where emergency vehicle access points are
 - Check communication equipment
 - Make sure everyone knows what to do in case of emergency
 - Hand out T shirts, tabards or identity badges
 - Hand out programmes for distribution

- Have a list of tasks at the control point so that volunteers can find out what needs to be done throughout the event without having to find an event committee member.

3. **Site checks** - Use the event safety check list ([Attachment 1](#)) and site plan

- **Siting** - Make sure that all facilities and attractions are correctly sited as per your site plan. Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place. Check waste bins are in their correct locations.
- **Structures** - Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors as a record of this.
- **Signage** - Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, information and lost children points and other facilities such as toilets and drinking water.
- **Vehicles** - Check that all contractors, performers and exhibitors vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.
- **Routes** - Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency routes.
- **Barriers** - Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.
- **Generators/Cables** - Ensure all generators are placed in suitable locations, out of reach, and barriered or cordoned off so that they can't be touched by members of the public, especially children.
- **Stewards** - Make sure that all have arrived and are in their correct location. Ensure all stewards are wearing the correct clothing for easy identification.
- **Lighting** - Check all lighting is working, including any emergency lighting.
- **Public information** - Make sure the public address system is working and can be heard in all areas.
- **Safety check** - Just prior to the event, a walk through inspection of the site should be carried out and a detailed safety check made (use appendix 3, the safety checklist and the event risk assessment). All defects should be noted and also the remedial action taken—a checklist is available to help with this.
- **Accidents** - If an accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the organisers and sent to the Bookings and Licensing team. You will also need to advise your insurance company.

- **Site condition** - After the event, another inspection should be carried out to make sure nothing has been left on the site that could be hazardous to future users. This inspection should also identify any damage which may have been caused during the event. All event litter must be collected up and removed from the site or disposed off in the agreed way. If an event site has to be cleared of litter by Council services this will mean additional costs for the event organiser.

EVALUATE

Visitors should have left the event having had a great time, knowing who hosted the event and more about what else your group does. Evaluating your event offers the opportunity to reflect on what has happened and recognise lessons learnt from experience then use this to improve future events. If your event has received external funding you may need to provide information to your funder.

Feedback

Finding out what the public thought of the event is important to understand what worked and what didn't but asking them to complete lengthy questionnaires may not be appropriate. Some alternatives are:

- Provide feedback cards to be filled in and put into a comments box at the event.
- Have a comments wall and provide post-it notes to attach comments.
- Use a tally chart of smiley or sad faces for the different event elements.
- A keen volunteer or willing media studies student could walk round the event and invite comments from members of the public, this can work well with young people.

Make sure any verbal comments received throughout the day, good and bad are recorded. Similarly, it's important to receive feedback from the other organisations that have been involved in the planning and delivery of the event.

Debrief

After all the feedback has been collected arrange a debrief meeting with everyone who was involved in putting the day on, including all the volunteers. This needs to be fairly soon after the event to discuss the successes or otherwise, record what worked and what needs to be improved, celebrate the group's achievements and say a thank you to all involved. Hopefully, the event will have been a big success overall and those involved will want to do it all again having learnt from the experience!

Event action plan

This is an example of a long-term event action plan and the timescales for planning and delivering a well organised and safely run event.

6-8 months before the proposed event date

- Event organisers come together to begin event planning and consider; Why, Where When and Who?
- Look for sources of funding if required.
- Contact the Bookings and Licensing team with the event proposal to check that the site is available and that the event is suitable for the location.
- Fill in the Event Application form and return to us.
- Apply for licenses if necessary
- Assign roles to group members and allocate tasks for each member to follow up on.
- Diary regular meetings so that progress can be shared and monitored and the Event Plan be developed and updated.
- Start putting the site plan together

4 months before event

- Make contact with other organisations you need or wish to work with including local emergency services if necessary to make arrangements as appropriate.
- Make arrangements for public liability insurance and first aid cover.
- Visit site with the site manager to discuss the event and confirm details of site plan.
- Book the event infrastructure such as marquees, toilets, PA system, generators etc. Book entertainers and stall holders.
- Recruit volunteers to help with organisation and running of event if required.
- Start writing the risk assessment and child safety and welfare policy

2 months before event

- Begin promotion of the event
- Complete paperwork and health and safety documentation

1 month before the event

- Make arrangements to obtain any keys for site access or any other services

that are being supplied by the Parks and Countryside service.

More information

Events can be very diverse and this guidance cannot be considered exhaustive, it is likely that additional guidance will be required for specialist events and larger scale activities. Such guidance can be found on the Health and Safety Executive's website at: www.hse.gov.uk/event-safety/index.htm

By providing this guidance Leeds City Council does not accept any responsibility for any aspect of the organisation or management of the event.

Other useful documents

HSE The Good Practice Safety Guide for small and sporting events
<http://www.hse.gov.uk/event-safety/index.htm>

Plan it! How to plan a community event in your park or green space
<http://www.green-space.org.uk/community/communityresources/toolkits.php>

Useful contacts

Council departments

Leeds City Council Entertainment Licensing team
entertainment.licensing@leeds.gov.uk
Tel: 0113 2474095

Leeds City Council Environmental Health
Env.health@leeds.gov.uk
Tel: 0113 2224406

Leeds City Council Highways Dept
highways@leeds.gov.uk
Tel: 0113 2224407

Leeds City Council Peace & Emergency Planning
Emergency.planning@leeds.gov.uk

Emergency services

Yorkshire Ambulance Service
TBC

West Yorkshire Fire Service
Leeds.district@westyorkshirefire.gov.uk

West Yorkshire Police

Neleeds.logistics@westyorkshire.pnn.police.uk
Aaleeds.opsplanning@westyorkshire.pnn.police.uk

Health and Safety

The Health & Safety Executive
<http://www.hse.gov.uk/event-safety/index.htm>

Medical Providers

British Red Cross
<http://www.redcross.org.uk>
Tel: 0113 2015240

St John Ambulance
<http://www.sja.org.uk/sja/default.aspx>
Tel: 08700 104950

Music License

PRS for music
www.prsformusic.com
Tel: 0845 3093090

For clarity on what licenses are required for your event contact ;

Parks and Countryside, Bookings & Licensing team
Eventsinparks@leeds.gov.uk Tel: 0113 3957400

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