



Swanton Morley Village Hall Trust

Event Management Policy

Drafted Nov 2023

Adopted 11th March 2024

Next review March 2025

1. Introduction

This policy is written in line with event Safety advice from HM Government¹ and the Safety Advisory Group at Breckland District Council² to accompany the existing Event Management Plan process.

It is the responsibility of the event organiser to register with the Safety Advisory Group for any large events being held for over 500 attendees.

The Village Hall Trust has a clear responsibility in law to ensure that events held on the premises are well organised and run safely. We will not give permission for an event to go ahead unless we are satisfied with Management Plan and accompanying legislative documents.

Please note, if close to the event date agreed actions have not been completed and the Safety Advisory Group and the Village Hall Trust believes that safety is compromised, then permission for the event to go ahead will be withdrawn and the Trust will not have any responsibility for costs incurred.

2. Purpose of the policy

The purpose of this policy, alongside the Event Management Plan is to set out a clear procedure for the organisation of an event and be treated as guidance for obtaining the correct information in line with legislation.

4. Procedures and Planning

Risk assessments – Risk assessments are a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.

For all large, public events a Fire Risk Assessment must be carried out to determine the safe numbers of attendees. Only then can an event risk assessment be completed.

Please note that the Fire Risk Assessment must be carried out by a registered Risk Assessor³.

Attraction operators:

Event Organisers must as far as reasonably practicable, maintain the overall safety of any amusement or attraction onsite so that people setting up, breaking down or using an amusement ride or attraction are not exposed to risks to their health and safety. Where you contract someone in to do this for you e.g. a fairground organiser, you should do all that is reasonably practicable to make sure they are competent and adequately resourced to undertake their safety role effectively.

It is the responsibility of the event organiser to obtain their risk assessments, safety checklists, safeguarding policies and insurance. Copies of these are to be provided to the Village Hall Trust with the completed Management Plan.

¹ DCLG Fire Risk Open Air Events and Venues

² Breckland Council Event Safety – a guide for organisers

³ <https://www.firesectorfederation.co.uk/fire-risk-assessment/>

Organiser's liability and event insurance.

This is a requirement by the event organiser – the event insurance must provide adequate cover for the event being managed. To include an accurate number of attendees, public liability insurance, and volunteer insurance.

Food Vendors

Copies of basic Health and Hygiene certificates for any food vendors or persons handling food will be required.

Car parking

It is the organisers responsibility to ensure that there is adequate and safe parking for the number of people expected to attend, without causing any obstructions to the highway.

This must include disabled parking.

A traffic management plan *may* be required/included as part of the supporting documentation.

First Aid requirements

In line with advice from St John Ambulance – the required amount of first aiders on site is two persons per 1000 attendees.

It is the responsibility of the organiser to book an adequate number of first aiders to the event and have a clear method of communication to them. In addition, a safe area must be provided to carry out any first aid in the event of an accident.

Lost Children

A lost children's policy and procedure must be in place.

Toilets

Toilet facilities must be in place and guidelines state 1 toilet per 100 attendees. Based on 1500 attending and splitting that in half i.e. 750 men and 750 women an approximate number would be:

- 10 Toilets for Ladies
- 2 toilets for men
- 8 urinals for men

Lighting

Additional lighting for the event to include entrance, exits and routes to any parking off site.

Emergency response and Safety Issues.

It would be advised to include an emergency response procedure with the Event Management Plan. The procedure must include:

- What emergency plans are in place and have marshals and event staff briefed ahead of the event?
- Who will be responsible for organisation in an emergency and how will they communicate with others?
- What will the evacuation routes be?

- What will the route for emergency vehicles be?
- If electrical equipment is being used, does it comply with legislation? (BS7909)⁴

Checklist of required documents to be copied to the Village Hall Trust

- Completed and Signed Event Management Plan
- Event Insurance policy and schedule
- Fire Risk Assessment to include the advised maximum number of attendees
- Risk assessment for the event
- Risk assessments and relevant documentation for entertainment (funfair, children's entertainer)
- Evacuation Plan
- Site Plan

⁴ <https://knowledge.bsigroup.com/products/code-of-practice-for-temporary-electrical-systems-for-entertainment-and-related-purposes?version=standard>