



## Event Toolkit & Guidance Notes



**An introduction to Event planning in South Ayrshire**

# **Introduction**

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With events in the South Ayrshire area being organised primarily by voluntary groups and local community organisations, this Event Toolkit has been developed as a guide to delivering a successful event.

The guide gives general advice that should be used when arranging any type of event. However, it must be remembered that the term 'Event' is extremely diverse, ranging from a small car boot sale to a large outdoor carnival and therefore this guidance cannot be considered exhaustive. It is likely that additional guidance will be required for specialist events and larger scale activities.

It should be noted that almost all events will lead to some kind of financial commitment on the part of the event organisers, whether it be for payment of performers, specialist equipment or payment for appropriate licenses.

A few questions to consider initially may include:

- Date and start/finish times of the event?
- Does the event require set up and dismantle time to be added to the event time?
- Number of people attending?
- Will you be charging for the event?
- Is car parking required?
- Are you having music? If so in what format? (may lead to further questions)
- Are you having food? If so in what format – purpose-built vans, BBQ, home catering (all of which will lead to other questions)
- What sort of entertainment or events will you have and what type – eg. archery? Funfair rides? Bouncy castle? (all of which will lead to other questions)
- Will you be using / requiring power? (may lead to other questions)
- Will you be supplying toilets?
- Will you be providing first aid?
- Have you got all the relevant risk assessments, insurances and licences. (incl. Covid risk assessment)?

# **Health & Safety & Risk Assessments**

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Please remember that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. This should be ensured by carrying out a detailed risk assessment. All hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to ensure these risks are minimised and controlled. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

A formal record should be kept of the risk assessments. A simple guidance note and an example form can be provided by SAC Licensing department. Completed forms should be retained for future reference. Although risk assessments should be completed at the planning stage, as things evolve and event plans develop, these should be reviewed and updated accordingly.

Where the event consists of more than one attraction e.g. a summer fete with various elements; a written risk assessment will be required for each activity. You will be required to identify and detail the risks and hazards potentially associated with each element of your event. A hazard can be identified as something with the potential to cause harm, such as:

- Any slip, trip or fall hazard
- Hazards relating to fire risks or fire evacuation procedures
- Any equipment or substances which would cause injury or damage to health

Any contractors involved in the event should also carry out their own risk assessments and you should obtain copies of these to retain for inspection.

Please note that South Ayrshire Council and our statutory partners may also carry out a risk assessment of your entire event based on the information you have been asked to provide.

If any agency raises concerns relating to your event, then you may be invited to attend a safety meeting to clarify control measures being put in place to ensure your event is run safely.

More information regarding risk assessments can be obtained from the Health and Safety Executive (HSE) ([www.hse.gov.uk](http://www.hse.gov.uk)).

# **Stage 1 – Pre-planning**

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**Check first if your event requires a Public Entertainment Licence (PEL), liquor licence (occasional), Market Traders or Temporary Traffic Regulation Order (TTRO). Telephone 01292 617682 and note that 12 weeks' notice may be required.**

Detailed pre-planning is essential to ensure the event is successful. The following need to be considered at this stage:

- **Where.** Make sure the venue you have requested is suitable and available for the proposed date of your event. Do not forget to consider the impact on the local community, how easy it will be for people to get to the venue and any car parking requirements. Consider the suitability of the venue and any existing hazards, which may be on the site such as water hazards, overhead power lines etc. Consider whether emergency routes will be adequate.
- **When.** Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc. You will need to arrange lighting for an evening function and emergency exit lighting in tents/marquees. The event should not clash with any other major events in the area.
- **Who.** Identify the aims of the event. How many people are you expecting at your event? Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained. Is your event for a local audience or does it aim to attract tourists to the area?
- **What.** Decide on the type of activities to be held. Will there be any specific hazards? If possible, also try to establish the size of the proposed event and whether or not an entrance fee will be charged. Do any of the activities require barriers to keep visitors safe? Will any of the activities warrant the event to have a PEL or Temporary Traffic Regulation Order (TTRO)?
- **Specialist equipment.** Will the activities require the use of any specialist equipment? If so, does this equipment pose any specific hazards? Will a particular activity need barriers etc? Some equipment may require certificates of erection by a competent person. Will specialist equipment required to be hired from an external contractor? This will require safety documentation to be submitted by contractor. Also, event organiser must consider the additional cost implication this may incur.
- **Welfare arrangements.** The event organiser must estimate the number of attendees to the event and consider its duration. You must ensure there are adequate Toilet and first aid requirements based on these estimations. If possible, it is best to locate toilet facilities at different points around the event location to reduce crowd and queue issues. Permanent toilets should be checked for adequacy and maintained during the event. Provision also needs to be made for lost children, missing persons, baby changing and lost property.

## ***Special permission.***

- **Licensing** – A Public Entertainment Licence may be needed if the event consists of music, dancing, singing or similar, or if it includes a display or exhibition of boxing, wrestling, judo, karate or similar sport. If you are intending to have a market then you may require a Market Operator's Licence. The local licensing officer should be contacted, and it should be noted that a fee may be charged for a licence. Contact: 01292 617682 to discuss further.
- **Raised Structures (Section 89)** – If your event involves the use of a platform stand, staging, or any similar structure, (other than lorry mounted structures) which is more than 600mm above ground level or greater above ground level, then an application under Section 89 of the Civic Government (Scotland) Act 1982 will be required. Normally a fee of £200.00 under Section 89(S) of the Act will apply. Application forms for the erection and use of a raised structure; the Design Certificate for the erection of a raised structure; and the Certificate of erection and inspection of a raised structure (to be completed by a member of the institution of civil a structural engineer; are available on the Council's website. Further advice can be obtained from the Council's Building Standards department.

Sufficient notice must be given for an inspection by Building Standards staff and if everything is in order a "consent to use a raised structure" will be issued.

- **Temporary Traffic Regulation Order (TTRO)** – Early engagement and regular updates should be provided to Police Scotland and Ayrshire Roads Alliance (ARA) for additional information.
- **Council owned land/property** – If you wish to hold the event on Council owned land, check what permissions are required and potential fees charged by contacting the Council's Estates department. You must also check the dates and times required are available on the proposed site.
- **Private Property** – If the event is to be held on private land, or where access to/ from the event is to be across private land, then organisers must identify and contact **each** of the landowners involved, to gain their permission for this.

## ***Useful Contacts:***

Department	Contact Number	Email
Licensing	01292 617682	<a href="mailto:Licensing@south-ayrshire.gov.uk">Licensing@south-ayrshire.gov.uk</a>
Building Standards	01292 616253	<a href="mailto:Building.Standards@south-ayrshire.gov.uk">Building.Standards@south-ayrshire.gov.uk</a>
Environmental Health	0300 123 0900	<a href="mailto:environmental.health@south-ayrshire.gov.uk">environmental.health@south-ayrshire.gov.uk</a>
Neighbourhood Services	01292 616441	<a href="mailto:Gavin.Rowan@south-ayrshire.gov.uk">Gavin.Rowan@south-ayrshire.gov.uk</a> – Ayr events <a href="mailto:Jim.murphy@south-ayrshire.gov.uk">Jim.murphy@south-ayrshire.gov.uk</a> – Other areas
Tourism, Events & Culture	0300 123 0900	<a href="mailto:events@south-ayrshire.gov.uk">events@south-ayrshire.gov.uk</a>
Estates	0300 123 0900	<a href="mailto:Estates@south-ayrshire.gov.uk">Estates@south-ayrshire.gov.uk</a>
Waste Management	0300 123 0900	

- **Insurance.** All events will require Public Liability Insurance. All contractors and performers will also need their own public liability cover with a minimum cover of £5 million for each claim. Depending upon the nature of your organisation and the proposed event, other insurances may also be required. Quotations should be obtained from your insurance provider to ensure you are adequately covered. Please note, increased level of cover may be required dependent on the size and scale of your event. Contractors employed by the event organiser are required to carry similar insurance cover and you should check that this is in place before awarding any contracts.
- **Timescale.** Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 9 to 12 months planning. Some specialist advice may be required, and special permission could take time. Do not forget the summer can be a busy time with many events taking place within your area.
- **Event plan.** This should include all your health and safety arrangements. Once you have resolved all the issues referred to above, keep records of the proposals as a formal plan for the event. This will help you when carrying out your risk assessments.
- **Additional plans.** Additional plans which, depending on the scale of the event, may need consideration are: Medical plan, Stewarding plan, Traffic Management plan and/or Waste Management plan.

## **Stage 2 – Organising the Event**

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Once you have decided on the fundamental objectives behind the activities, you can then start to organise the event in detail. Remember to write things down as you go and to keep the event plan up to date.

- **Establish a committee.** Regardless of the size of your event, you will most probably need others to assist with the organising. Identify specific responsibilities for all committee members. One person should be identified as the event manager and be responsible for liaison with other organisations such as the local Council, Police Scotland and other emergency services. One person, with suitable experience, should be given overall responsibility for health and safety and another person co-ordination and supervision of stewards.
- **Liaison.** Contact the police, fire, NHS Health Board and ambulance services as well as first aid providers and SAC internal services (see useful contact list above). Tell them about the event and ask them for advice. This group will decide what additional information or control measures are required regarding specific activities and contact the event organiser. Other emergency services may need to be contacted such as HM Coastguard for waterborne events at sea and the Civil Aviation Authority (CAA) for airborne activities including the use of Drones. A ‘Police Notification Form’ should also be completed.
- **Site plan.** Draw out a site plan identifying the position of all the intended attractions and facilities. It is useful to include icons to represent each item of infrastructure. Plan out and designate:
  - Entrance and exit points
  - Circulation routes & walkways
  - Vehicle access
  - Emergency evacuation paths
  - Car parking
  - Staging
  - PA Systems
  - Toilets
  - Bins & Recycling points
  - Catering
  - Stalls
  - Muster points
  - Marquees
  - First Aid
  - Information Point (including lost children, lost property etc)

- ***Emergency plan.*** A formal 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 itself. A simple easy to follow plan will be acceptable for a small event. You may have to liaise with the emergency services, local NHS Health Board and the council's emergency planning officer and create a planning team to consider all potential major incidents and how you would deal with them. Organisers of larger events may require setting up a Multi Agency Co-ordination Centre (MACC) on-site. Contact the local Council for further information.
- ***Temporary structures.*** Many events will require temporary structures such as staging, tents, marquees, stalls etc. Decide where this equipment is to be obtained, who will erect it and what safety checks will be required. The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles and any other dangerous displays etc. In some cases, barriers will need to have specified safety loadings dependent upon the number of people likely to attend. Maximum numbers/exits/travel distances should also be included. Temporary structures should only be obtained from experienced suppliers who should provide all technical data on stress calculations and safety. These certificates will be checked through the licensing process.
- ***Catering.*** Ensure any caterers have been licensed by the local Council and that they will be sensibly positioned such as away from children's activity areas and near to water supplies etc. as well as ensuring health and safety controls are in place. Adequate space should be left between catering facilities to prevent any risk of fire spread. Obtain a copy of each caterers' food hygiene certification. Catering units should be clearly identified on your site plan. Licensed caterers should always be used and ensure that all catering requirements are planned in sufficient time to ensure food safety remains a priority. For further advice contact SAC Environmental Health department.
- ***Stewards.*** Stewards should be recruited through a recognised security agency. Some events may require stewards to assist with crowd control, keeping emergency exits clear, looking out for hazards and sorting out any problems with bad behaviour. Stewards must be briefed on all aspects of the event and emergency arrangements, be aware of site plan and be easily visible and identifiable. Stewards should be provided with a means to communicate.
- ***Crowd control.*** The type of event and the numbers attending will determine the measures needed. Consideration will need to be given to the number and positioning of barriers, and the provision of a public address system.
- ***Numbers attending.*** The maximum number of people the event can safely hold must be established. This may be increased or reduced dependent upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that one particular attraction may draw large numbers of visitors.
- ***Provision for the disabled.*** Specific arrangements should be made to ensure wheelchair access and sufficient designated vehicle parking for disabled visitors is provided, and that all facilities comply with the social inclusion policies of the Council.

- **Security.** Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. 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.
- **First Aid.** Specific arrangements should be made for the provision of first aid or appropriate medical cover and will vary dependant on the size, nature and location of your event. Further detail on this can be found on the Health and Safety Executive (HSE) ([www.hse.gov.uk](http://www.hse.gov.uk)). Sufficient first aid provision should be available to everyone working, performing or attending your event
- **Traffic Control.** Most events will need some sort of Traffic Management including clearly labelled entrances and exits and stewards to guide traffic and assist with parking and access arrangements for emergency vehicles. Ayrshire Roads Alliance (ARA) may also provide further specific event instruction, eg parking or route recommendations.
  - **On-site traffic.** Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be necessary to only permit vehicular access at specific times 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 will be required at most events and these will have to be stewarded. Consider where such facilities should be situated. A 5mph speed limit must be established on site.
  - **Off-site traffic.** Unplanned and uncontrolled access and egress to a site can result in a serious accident. Traffic control both inside and outside the site should be discussed with the Police Scotland and Ayrshire Roads Alliance (ARA). Adequate signs and directions should be provided in prominent positions on the approaches to the entrances along with stewards to guide traffic entering and exiting the site during the allocated times. 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 Temporary Traffic Regulation Order (TTRO) and/or approval from the highway authority.
- **Transportation.** Local rail and bus companies should be advised of larger events to establish if existing services will be adequate. You will also need to liaise with Ayrshire Roads Alliance (ARA) well in advance of the event if road closures or diversions are required.
- **Contractors.** All contractors should be vetted to ensure they are competent to undertake the tasks required of them. Wherever possible, personal references should be obtained and followed up. Ask contractors for a copy of their safety policy, risk assessments and insurances and satisfy yourself that they will perform the task safely. Always ask to see their public liability insurance certificate, which should provide cover of at least £5 million for each claim. Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters.

- **Performers.** All performers should have their own insurances and risk assessments and the same considerations will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them and ensure they will comply with your health and safety rules and event plan.
- **Facilities and utilities.** Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. All portable electrical appliances including extension leads etc. should be tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety.

Where events are taking place outside, residual current circuit breakers should be used and if possible, the power supply stepped down. All cables will have to be safely channelled to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events. Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public. The same should apply to any fuel supplies such as portable generators etc. Generators should be suitably fenced or bariered to prevent public access. All these arrangements should be clearly shown on the site plan and agreed in advance.

- **Contingency plans.** Consider the implications of extreme weather or other conditions which may have a significant impact on the event. Will the event be cancelled or abandoned? Could specialist matting be hired in at short notice? Or could the event be moved to an alternative inside venue. There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up. Some facilities, eg a marquee or catering stall could potentially pose a safety issue especially in high winds so their location must be planned carefully ensuring regular safety checks are carried out and also consider an alternative option, should the weather dictate that a marquee cannot be erected.
- **Clearing up.** Arrangements will be required for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site. Consider the provision of separate bins for recycling. Further advice on the provision of bins can be obtained from SAC Waste Management department. Litter picking throughout the event should also be considered where appropriate.
- **Risk assessments.** Taking all the above into consideration, you should establish which specific hazards require individual risk assessment. Initial assessments should be undertaken, and any remedial action specified in the updated event plan. A timescale should be specified where necessary.

- **Event Grounds.** Prior to the Event being held on Council owned property, a joint site inspection will be held between the event organiser and Neighbourhood Services department (details in useful contact lists above).  
For events being held on Common Good or Council owned land, during this inspection, the condition of the ground will be recorded, and the event organiser will be required to return the ground to this condition following the event. Certain events being held on Common Good or Council owned land may require the event organiser to pay the Council a bond covering the cost of reinstating the ground. The bond will be returned in full to the event organiser if the ground is reinstated to the reasonable satisfaction of the Council. If for any reason the ground is not reinstated by the event organiser to the condition noted prior to the event, then the work will be carried out by the Council with the cost deducted from the bond.
- **Sustainable Events.** South Ayrshire Council are committed to sound environmental management practices and we would therefore like to encourage events to adopt the same approach by – donating unused materials; make recycling easy and prohibiting single-use plastics by using paper straws, cups and plates. Further information is available on Sustainability upon request.
- **Noise.** It is the responsibility of the event organiser to limit the effect of noise from your event on nearby residents and businesses. Potential noise can be reduced by careful location of staging, speakers and generators. It may be advisable to notify nearby residents and businesses of the date and time of your event and supply a contact name and number. SAC Environmental Health department would be able to provide further assistance with noise queries.
- **Electrical Equipment.** If electrical equipment is required for your event, eg generators etc. You must consider who is supplying the equipment and where and how it can be safely set-up. Electrical certification will be required to demonstrate that any installation and supply is safe for use. Where portable electrical equipment is used, Portable Appliance Testing (PAT) certification will be required.

## **Stage 3 – Final Preparations**

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Just prior to the event commencing, a detailed safety check will be carried out by South Ayrshire Council before the licence is signed. This will include the following:

- **Routes.** Ensure clear access and exit routes and adequate circulation within the site paying particular attention to emergency routes.
- **Inspections.** A walk-through inspection of the site should be carried out immediately prior to, during and after the event to identify any potential hazards and to check out communications are working. You will carry out more than one inspection during the event. All defects should be noted and the remedial action taken. Checklists should be retained for future reference. Adequate notice must be given to Building Standards and Environmental Health departments to allow for PEL and Section 89 inspections.
- **Siting.** Make sure that all facilities and attractions are correctly sited as per your agreed site plan. Be certain that the first aid facilities and fire extinguishers are in place. Check waste bins are in their correct locations and are easily identified.
- **Signage.** Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, information and lost children points and other welfare facilities such as toilets.
- **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.
- **Structures.** Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors and South Ayrshire Council has a record of this.
- **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.
- **Stewards.** Make sure that all staff 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.
- **Briefing.** Check that all stewards and staff have been fully briefed and understand their responsibilities.
- **Hiring of equipment.** Certain equipment and services can be hired/supplied by South Ayrshire Council's Neighbourhood Services department.

## **Stage 4 – After the Event**

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- **Site condition.** For events being held on Common Good or Council owned land, immediately after the event, the Council will inspect the condition of the site to determine what, if any, reinstatement works are required. The event organiser will be required to return the ground to the condition noted prior to the event. If for any reason the ground is not reinstated by the event organiser to the condition noted prior to the event, then the work will be carried out by the Council with the cost deducted from the bond or recharged to the event organiser.
- **Accidents.** If an accident occurs, the names and addresses of witnesses should be obtained, photographs taken, and a report made by the organisers. An accident form should be completed, and a copy sent to the landowner and the Council. You will also need to advise your own insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place.
- **Claims.** Should any person declare an intention to make a claim following an alleged incident associated with the event, you should contact your insurers immediately. They may also require a completed accident form.